



75 YEARS OF BANKING
FOR THE COUNTRY.

DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines

REQUEST FOR QUOTATION

The Development Bank of the Philippines (DBP), through its Northern Luzon – Regional Bids and Awards Committee (RBAC), will undertake a Small Value Procurement for the “**Supply and Delivery of Four (4) Units Electric Typewriter**” in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the project/activity/program are as follows:

Name of Project	:	Supply and Delivery of Four (4) Units Electric Typewriter	
Delivery Address	:	Qty	Address
		1	DBP Baguio – G/F DBP Building, Lower Session Road, Baguio City
		1	DBP Santiago – Purok 7, Maharlika Highway, Villasis, Santiago City, Isabela
		1	DBP BBG-Northern Luzon – 2F DBP Building, Lower Session Road, Baguio City
		1	DBP Vigan – L. Florentino St., Vigan City, Ilocos Sur
Approved Budget for the Contract	:	Ninety Six Thousand Pesos (P96,000.00) inclusive of delivery of units and taxes	
Payment Terms	:	Processing of full payment via check shall only proceed upon complete delivery	
Specification	:	See attached Annex “A” for complete specifications	
Delivery Period	:	Within thirty (30) calendar days upon signing of Purchase Order	

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 3:00 P.M. of **July 26, 2022**. Open quotations may be submitted manually at DBP Branch Banking Group – Northern Luzon, Lower Session Road, Baguio City or through email address nlbg@dbp.ph.

The project shall be awarded to the proponent determined to have submitted the Single or Lowest Calculated and Responsive Quotation. The proponent with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the following documents before award of the project:

1. 2022 Mayor’s / Business Permit;
2. PhilGEPS Registration Certificate;
3. Omnibus Sworn Statement

For inquiry, you may contact Mgr. Nicely Wyn A. Pagulayan, BAC Secretariat, at Telephone No. (02) 818-9511 local 1553.


FVP MARIA DOLORES C. GUEVARA
Head of the Procuring Entity



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ANNEX A

TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATION ELECTRONIC TYPEWRITER

Printing Method	:	Printwheel with 100 characters
Printing speed	:	20 characters per seconds
Printing Width	:	11.5" (292mm)
Paper Capacity	:	15"
Printing Pitch	:	10, 12, 15, P5
Line Spacing	:	1, 1.5, 2
No. of Copies	:	1 original + 4 copies
Keyboard	:	46 printing keys, 21 function keys 2 Keyroll over, 30 buffer strokes
Display	:	LCD (1 line x 40 characters)
Memory	:	16K/50 files format memory 32K, max. 48K available, 10 lines/ 700 characters : rrection memory
Functions	:	Space, half, back, express, micro correction, word correction, Tab, decimal, center, flush right, group Auto (Centering, underlying) Auto carrier return etc
Power Supply	:	240VAC, 60 Hertz
Dimensions	:	At least W480mm x D406mm xH132mm
Weight	:	At least 7.8 kg.

PREPARED BY:

MGR. NOEL E. ALIMUIN
Repairs & Maintenance Unit

Recommending Approval:

VP ROMEO A. AGUILAR
Head, CFMD

Per Sector Order No. 359, dated 09/07/2018

APPROVED:

EVP BENEDICTO M. AGUA
Head, CSS



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ANNEX B

PRICE QUOTATION FORM

(Date)

The Regional Bids and Awards Committee
Northern Luzon
Development Bank of the Philippines
Lower Session Road, Baguio City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation and Terms of Reference, hereunder is our quotation for the items as follows:

Description	Qty	Unit	Unit Cost	Total Price
Supply and Delivery of Electric Typewriter	4	Units		
TOTAL				
Amount in words				

The above-quoted price is inclusive of applicable taxes.

Name of Company / Business

Signature over printed name of Owner /
Authorized Representative

Address of Company

Contact Number