



Development Bank of the Philippines

REQUEST FOR QUOTATION

September 8, 2022

Date

Sir/Madame:

Please quote your lowest price on the item as specified below with an approved budget of P 146,000.00 and submit your quotation signed by your representative not later than September 15, 2022

Thank you.

FROM:

DO
DOMINIQUE JOY N TUA
AA/AOA, ZAMBOANGA LC

CONDITIONS OF THE CONTRACT:

1. Quotation shall include fees, taxes, and other charges.
2. Please enclose the requested quotation in a sealed envelope and submit the same, on this address: Mezzanine Flr., DBP Bldg. Port Area, Zamboanga City or send via e-mail zamboanga-lc@dbp.ph or dintua@dbp.ph not later than 3:00 pm on September 15, 2022.
3. The supplier shall ensure that the products delivered are in accordance with the specifications required by DBP. DBP has the right to reject items not according to the required specifications / model.
4. DBP may terminate / cancel the PO when the Supplier/ Contractor fails to deliver, perform and comply with its obligation as required for in the contract.
5. Delivery Period: The Supplier shall deliver the items within thirty (30) calendar days after receipt of the Purchase Order.
6. Point of Delivery: Mezzanine Floor., DBP Bldg. Port Area, Zamboanga City
7. DBP reserves the right to reject any and all quotations, to waive any defect in them and to award to the bidder whose price quotation is deemed most advantageous to the Bank.

PAYMENT:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. Billing Statement / Statement of Account, Certification of Completion / Acceptance). Issuance of manager's check will be the mode of payment and payment processing will be a maximum of 30 days or as indicated in the Purchase Order.
2. For every day delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

OTHER REQUIREMENTS:

Please submit this form duly signed by your representative to the undersigned at DBP Zamboanga Lending Center, Mezzanine Flr., Don Pablo Lorenzo St., Zone IV, Zamboanga City not later than 3:00pm on September 15, 2022 together with the following:

1. Certified true copy of valid & current Business Permit
2. Certified true copy of valid & current BIR Certificate of Registration
3. PhilGEPS Registration Certificate

For any queries, please feel free to contact the following:

1. Dominique Joy N. Tua 2, (062) 991-1316
2. Mark Jayvie R. Alejandro 2, (062) 991-1316

ITEM QTY	UNIT	ARTICLES / DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
20	can	AIR FRESHENER, AEROSOL, 280ml/150g min, in can, shrink, wrapped, assorted scent		
50	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml, colorless, clear liquid, fully miscible in water, in plastic bottle, flip top cap		
20	bottle	Cleaner, Toilet bowl and Urinal, 900ml-1,000ml cap		
20	can	Cleanser Scouring Powder, 350g min./can		
20	piece	Correction Tape, Roller type, Film Based, Usable length: 6 meters min.		
20	pouch	Detergent Powder, all purpose, 1 kilogram/plastic pouch		
20	can	Disinfectant Spray, aerosol type, 400-550 grams/can		
5	piece	Dust Pan, non-rigid plastic, with detachable handle		
5	unit	Electric fan, Industrial		
5	box	Envelope, mailing wth window, 500s/box		
10	box	Fastener, metal, 70mm between prongs		
2	bundle	Folder, fancy, A4, 50pcs/bundle		
4	bundle	Folder, fancy Legal 50pcs/bundle		
20	can	Furniture cleaner, aerosol type, 300ml min/can		
2	jar	Glue, all purpose, gross weight: 200 grams min		
10	can	Insecticide aerosol type, net content: 600ml min.		
10	piece	Marker, permanent, bullet type, black		
3	unit	Mop bucket, heavy duty, hard plastic		
3	piece	Mop handle		
3	piece	Mop head, made of rayon, weight: 400 grams min		
20	pad	Notepad, stick on 2x3, 100 sheets per pad		
20	pad	Notepad, stick on 3x3, 100 sheets per pad		
20	pad	Notepad, stick on 3x4, 100 sheets per pad		
20	box	Paper clip, 33mm, 100 pieces per box or 52 grams (min.) (net of box)		
20	box	Paper clip, 50mm, 100 pieces per box or 120 grams (min.) (net of box)		
75	ream	Paper multipurpose (copy), A4 size, 70 gsm, 210mm x 297mm, sub 20		
75	ream	Paper multipurpose (copy), Legal size, 70 gsm, 216mm x 330mm, sub 20		
5	piece	Puncher, paper, heavy duty, w/ two-hole guide		
60	each	Sign pen, black, liquid/gel ink, 0.5mm needle tip		
3	bottle	Stamp pad ink, purple/violet 50ml		
10	piece	Stamp pad felt, bed dimesion: 60mm x 100mm		
30	box	Staple wire, standard, 26/6, 5000 wires/box		
5	piece	Stapler, Standard type, load cap: 200 staples min, 1 piece in individual box		
5	each	Tape Dispenser, Table top, for 24mm width tape		
15	roll	Tape Transparent, width 24mm (1")		
30	pack	Toilet Tissue Paper Interfold Paper Towel		
60	roll	Toilet Tissue Paper Roll (Jumbo)		
95	roll	Trashbag, Black, 940mm x 1016mm, 10pcs per roll/pack		
5	piece	Waste Basket, non-rigid plastic		
20	bottle	INK BROTHER DCP-T710W/DCP-T710DW BK BTD60		

20	bottle	INK BROTHER DCP-T710W/DCP-T710DW BT 5000, Magenta		
20	bottle	INK BROTHER DCP-T710W/DCP-T710DW BT 5000, Cyan		
20	bottle	INK BROTHER DCP-T710W/DCP-T710DW BT 5000, Yellow		
15	bottle	EPSON 664 Ink (Black)		
15	bottle	EPSON 664 Ink (Yellow)		
15	bottle	EPSON 664 Ink (Cyan)		
15	bottle	EPSON 664 Ink (Magenta)		
5	bottle	EPSON T774 Ink (Black)		
4	piece	Printer with Scanner		

COMPANY NAME:	_____
ADDRESS:	_____
CONTACT PERSON:	_____
CONTACT NUMBER:	_____
SIGNATURE:	_____