



REQUEST FOR QUOTATION

The Development Bank of the Philippines (DBP), through its Regional Bids and Awards Committee – Northern Luzon, will undertake a Small Value Procurement for the “**Supply and Delivery of One (1) Lot Plaque of Recognition**” in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the projects/activities/programs are as follows:

Name of Project:	Supply and Delivery of One (1) Lot Plaque of Recognition
Area of Delivery:	DBP Head Office, Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City,
Delivery Period	No later than 28 October 2022
Specification:	See attached Annex “A” for complete specification
Approved Budget for the Contract	One Hundred Seventy Thousand Pesos (₱170,000.00), inclusive of all taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 3:30 P.M. of October 7, 2022. Open quotations may be submitted at DBP BBG – Northern Luzon, DBP Building, Lower Session Road, Baguio City or through email address nlb@dbp.ph.

The project shall be awarded to the supplier/s determined to have submitted the single or lowest and responsive quotation. The proponent/s 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/contract:

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

For inquiry, you may contact Ms. Roma C. Leonardo at Telephone No 88189511 local 2515.


SIGNED
MARIA DOLORES C. GUEVARA
 First Vice President
 Head, BBG-Northern Luzon


Supply & Delivery of One (1) Lot Plaque of Recognition

Qty	Unit	Description of Item	Design
6	pcs	12" customized glass plaque with UV print logo Round 3/8" thick glass with photo glass laminate mounted on 1 pc 3/8" clear glass with engraved DBP logo (left side panel) and 1 pc 1/4" thick transparent blue glass with engraved wording in white or silver (right side panel) standing on oval-shaped 1/4" thick mirror and 3/8" thick bronze glass.	
86	pcs	10" customized glass plaque with UV print logo Round 3/8" thick glass with photo glass laminate mounted on 1 pc 3/8" clear glass with engraved DBP logo (left side panel) and 1 pc 1/4" thick transparent blue glass with engraved wording in white or silver (right side panel) standing on oval-shaped 1/4" thick mirror and 3/8" thick bronze glass.	

Contract price and payment terms

No down payment. Payment shall be made 15 working days after complete delivery and acceptance of items.

Prepared by:

SIGNED
MGR. MA. ROMA ROSA C. LEONARDO
 Technical Assistant, BBS

Approved by:

SIGNED
EVP GEORGE S. INOCENCIO
 Head, BBS

PRICE QUOTATION FORM

 The Regional Bids and Awards Committee
 Development Bank of the Philippines
 Branch Banking Group – Northern Luzon
 Lower Session Road
 Baguio City, Benguet

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Qty	Unit	Unit Cost	Total Price
Supply and Delivery of One (1) Lot Plaque of Recognition				
12" customized glass plaque with UV print logo Round 3/8" thick glass with photo glass laminate mounted on 1 pc 3/8" clear glass with engraved DBP logo (left side panel) and 1 pc 1/4" thick transparent blue glass with engraved wording in white or silver (right side panel) standing on oval-shaped 1/4" thick mirror and 3/8" thick bronze glass.	6	pcs		
10" customized glass plaque with UV print logo Round 3/8" thick glass with photo glass laminate mounted on 1 pc 3/8" clear glass with engraved DBP logo (left side panel) and 1 pc 1/4" thick transparent blue glass with engraved wording in white or silver (right side panel) standing on oval-shaped 1/4" thick mirror and 3/8" thick bronze glass.	86	pcs		
Total				
Amount in Words				

The above-quoted prices are inclusive of all costs and applicable taxes.

 Name of Company

 Name/Signature of Representative

 Contact No.