



Development Bank of the Philippines

REQUEST FOR QUOTATION

Date

Sir/Madame:

Please quote your lowest price on the item as specified below with an approved budget of P 100,00.00 and submit your quotation signed by your representative not later than **October 19, 2022**.

Thank you.

FROM:

SIGNED
MARC JONELL A. LEBRILLO
Customer Service Associate

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: Quezon Blvd cor JP Laurel St., Kidapawan City or send via e-mail kidapawan@dbp.ph on or before **October 19, 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 NTP/PO.
6. Point of Delivery: Quezon Blvd cor JP Laurel St., Kidapawan 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:

Interested Suppliers/Contractors must submit the following prior to awarding of contract:

1. PhilGEPS Certificate or PhilGEPS Registration number
2. Valid/ current Mayor's / Business Permit
3. BIR Certificate of Registration

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

1. Marc Jonell A. Lebrillo, (064) 577-1450
2. SM Ivie L. Sabellano, (064) 577-1450

ITEM QTY	UNIT	ARTICLES / DESCRIPTION	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
300	pcs	Ballpen (color "black")	1,800.00		
20	reams	Bond Paper (Short, Sub 20)	3,400.00		
2	box	Carbon Paper (Blue)	1,600.00		
15	box	Continuous Paper 1 Ply (Large, 11 x 14 7/8, Sub 20)	18,750.00		
70	box	Continuous Paper 1 Ply (Short, 11 x 9 1/2, Sub 20)	52,500.00		
10	box	Continuous Paper 2 Ply (Short, 11 x 9 1/2, Sub 20)	11,000.00		
30	pcs	DVD R (9.4 GB/1.8x/120 MIN)	1,500.00		
5	box	Envelope (Mailing, w/ Window)	2,700.00		
500	pcs	Folder (Brown, Long)	3,500.00		
3	pcs	Glue (Large)	300.00		
10	pcs	Record Book/Logbook, 500 pages	1,500.00		
5	box	Rubber Band (Large)	550.00		
10	box	Staple Wire No. 35	500.00		
2	pcs	Tape Dispenser, large	400.00		

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

SIGNATURE: _____