



# 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 100,000.00 and submit your quotation signed by your representative not later than November 17, 2022.

Thank you.

FROM:

**SIGNED**

THEA J. CODILLO  
CSA NAC

### 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: DBP Building, Apokon St., Tagum City or send via e-mail [tagum@dbp.ph](mailto:tagum@dbp.ph) on or before November 17, 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 complete the repair and maintenance services within thirty (30) calendar days after receipt of the NTP/PO
6. Point of Delivery: DBP Building, Apokon St., Tagum 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
4. Notarized Omnibus Sworn Statement (for winning bidder only)

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

1. LACE LUANNE H. MORTA Manager (084) 216 7097
2. KATE KAREN R. LURA Branch Services Officer I (084) 216-7097

ITEM QTY	UNIT	ARTICLES / DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	LOT	Repair and Preventive maintenance for Toyota Innova CS S00176 issued to DBP Tagum Branch (In Compliance with attached scope of services) *****NOTHING FOLLOWS*****		

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_