

**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 4-Layered Vertical Filing Cabinets**” 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 4-Layered Vertical Filing Cabinets for the following ward Branches under BBG-Northern Luzon:	
	<b>Branch</b>	<b>No. of Units</b>
	Aparri	5
	Bangui	2
	Cauayan	4
	Dagupan	5
	Ilagan	7
	Lal-lo	2
	Laoag	5
	San Fernando, La Union	3
	Tabuk	3
Tuguegarao	2	
	<b>Total</b>	<b>38</b>
Area of Delivery:	<b>Branch</b>	<b>Address</b>
	Abulug	National Highway, Brgy. Libertad Abulug, Cagayan
	Bangui	Legislative Bldg., Brgy. San Lorenzo Bangui, Ilocos Norte
	Cauayan	GF, STP Building, Rizal Ave. ext District 2 Centro, Cauayan City
	Dagupan	M. H. del Pilar St. Barangay Mayombo, Dagupan City, Pangasinan
	Ilagan	Ground Floor, DBP Building, Maharlika Highway cor. Arranz Street, Brgy. Osmena, City of Ilagan, Isabela
	Lal-lo	Solomon Hotel, Cagayan Valley Road, Brgy. Magapit, Lal-lo, Cagayan
	Laoag	DBP Bldg., A.G. Tupaz Ave. Barangay 10, San Jose, Laoag City, Ilocos Norte
	SFLU	Lueco Bldg I, Brgy. Sevilla San Fernando, La Union
	Tabuk	DBP Building, Provincial Road, Barangay Dagupan Centro, Tabuk City, Kalinga
Tuguegarao	Enrile Boulevard, Carig Sur, Tuguegarao City, Cagayan	
Contract Period	Twenty (20) working days upon signing of Purchase Order	
Specification:	See attached “Annex A” for complete specifications	
Approved Budget for the Contract	Nine Hundred Fifty Thousand Pesos (₱950,000.00), 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 March 23, 2023. Open quotations may be submitted at DBP BBG –

Northern Luzon, DBP Building, Lower Session Road, Baguio City or through email address nlbq@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. Ariane Xyrille P. Cacho at Telephone No. (074) 442-5308.

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



**TECHNICAL SPECIFICATION  
4-LAYERED VERTICAL FILING STEEL CABINET**

**Features:**

- 4 Compartments with (One) Dial Combination Lock
- Full Extension Ball Bearing Drawer Slides (double)
- Built-in Cardholders
- 3-4 hours Fire Resistant
- Color: Gray/Beige
- File cabinet type: Vertical
- File cabinet fully assemble
- Finish: Enamel (wrinkled)
- Thickness: 0.9mm

Note: Request quotation from prospective suppliers for evaluation on your end.

Recommended by:

**SIGNED**  
**MGR. ARIANE XYRILLE P. CACHO**  
Technical Assistant, BBG-Northern Luzon

Approved by:

**SIGNED**  
**FVP MARIA DOLORES C. GUEVARA**  
Head, BBG-Northern Luzon



**Annex B**

**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 4-Layered Vertical Filing Cabinets for the following ward Branches under BBG-Northern Luzon:	1	lot																										
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<b>Amount in Words</b>																												

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact No.