



REQUEST FOR QUOTATION (RFQ)

Supply, Delivery and Installation of Mirrors and Glass Ledges

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-23-00196
Date of Posting/Canvass : 04/05/2023
Deadline of Submission : 04 /13/2023 (5:00 PM)
Approved Budget for the Contract (ABC) : ₱142,280.00

Item	Quantity	Unit Cost	Total Cost
Kindly refer to the attached Technical Specifications for details and other conditions.			

Please be guided by the following:

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

Documentary Requirements:

- **Proof of PhilGEPS Registration;**
- **Mayor's/Business permit for the current year;**
- Omnibus Sworn Statement (For ABC's above P50K);
- Secretary's Certificate (*For supplier under partnership/corporation*)
- Business/Income Tax Return (For ABC's above P500K);
- Samples/Brochure/Data Sheet, as necessary and/or **other documents as specified in the TOR / SOW / TS.**

For submission of proposal and any inquiry, you may contact the following personnel:

EMMA B. CASTRO / ebcastro@dbp.ph / 8818-9511 local 2603 Direct Line: 8812-9428

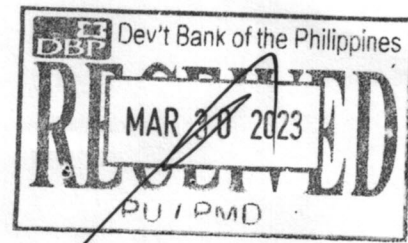
Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.

Name of Company/Supplier: _____

Authorized Signatory: _____ **Date:** _____
Signature over Printed Name

DEVELOPMENT BANK OF THE PHILIPPINES

TECHNICAL SPECIFICATION



**SUPPLY, DELIVERY AND INSTALLATION OF MIRRORS AND GLASS LEDGES-
SMALL VALUE**

- I. APPROVED BUDGET FOR THE CONTRACT (ABC): IN PESOS ONE HUNDRED FORTY-TWO THOUSAND TWO HUNDRED EIGHTY AND 00/100 (P142,280.00) inclusive of VAT/applicable taxes**

II. TECHNICAL SPECIFICATIONS:

- A. Supply, delivery and installation of 6mm thick mirror (polished edges) with 6mm thick plywood backing.**

LOCATION	WIDTH	HEIGHT	QUANTITY	UNIT PRICE	TOTAL PRICE (A)
Ground Floor Lobby (Male Restroom)	3.05 meters	0.80 meter	1 pc.	P14,100.00	P14,100.00
Ground Floor Lobby (Female Restroom)	2.60 meters	0.80 meter	1 pc.	P12,690.00	P12,690.00
	2.67 meters	0.80 meter	1 pc.	P12,690.00	P12,690.00
12 th Floor Lobby (Male Restroom)	3.05 meters	0.80 meter	1 pc.	P14,100.00	P14,100.00
12 th Floor Lobby (Female Restroom)	2.20 meters	0.80 meter	1 pc.	P10,575.00	P10,575.00
	2.20 meters	0.80 meter	1 pc.	P10,575.00	P10,575.00
Penthouse Lobby (Male Restroom)	2.22 meters	0.80 meter	1 pc.	P10,800.00	P10,800.00
	2.22 meters	0.80 meter	1 pc.	P10,800.00	P10,800.00
Penthouse Lobby (Female Restroom)	1.88 meters	0.80 meter	1 pc.	P6,100.00	P6,100.00
	1.87 meters	0.80 meter	1 pc.	P6,100.00	P6,100.00
	1.66 meters	0.80 meter	1 pc.	P6,100.00	P6,100.00
		Total (A):	11 pcs.		P114,630.00

- B. Supply, delivery and installation of 10mm thick tempered frosted glass ledges (polished edges) complete with accessories/clips.**

LOCATION	WIDTH	LENGTH	QUANTITY	UNIT PRICE	TOTAL PRICE (B)
Ground Floor Lobby (Male Restroom)	0.10 meter	3.05 meters (may divide into 2 pieces)	1 pc.	P4,750.00	P4,750.00
Ground Floor Lobby (Female Restroom)	0.10 meter	2.67 meters	1 pc.	P4,750.00	P4,750.00

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12 th Floor Lobby (Male Restroom)	0.10 meter	3.05 meters (may divide into 2 pieces)	1 pc.	P4,750.00	P4,750.00
12 th Floor Lobby (Female Restroom)	0.10 meter	2.20 meters	1 pc.	P2,850.00	P2,850.00
Penthouse Lobby (Male Restroom)	0.10 meters	2.22 meters	2 pcs.	P2,550.00	P5,400.00
Penthouse Lobby (Female Restroom)	0.10 meter	1.88 meters	1 pc.	P2,575.00	P2,575.00
	0.10 meter	1.87 meters	1 pc.	P2,575.00	P2,575.00
Total (B):			8 pcs.		P27,650.00

Grand Total (A+B) = P142,280.00

III. SCOPE OF SERVICES:

1. The Supplier shall conduct site inspection to verify actual measurements of the mirrors and glass ledges prior submission of proposal/quotation. (Supplier may coordinate with Arch. Jay N. Poblete at Tel. No. 8818-95-11 local 2611).
2. The Supplier shall handle the dismantling of the existing mirrors and glass ledges for safekeeping of DBP.
3. The Supplier shall ensure that mirrors and glass ledges are properly installed.
4. The Supplier must conduct briefing and orientation meeting with CFMD and SSD before commencement of the project.

IV. CONDITIONS OF THE CONTRACT:

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by DBP. DBP has the right to reject the delivered items if found defective and not according to the required specifications.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
3. **Delivery and Installation Period:** The Supplier shall complete the project within twenty (20) calendar days after receipt of Notice to Proceed (NTP).

Schedule	Delivery/Working Hours
Weekdays (Monday to Friday)	6:00 PM to 6:00 AM (After office hours)
Weekends (Saturday to Sunday)	Anytime of the day

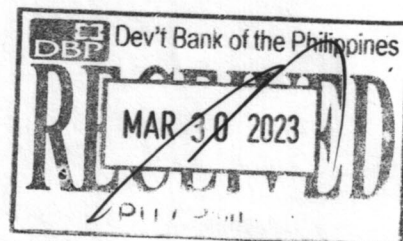
4. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
5. **Warranty:** In order to ensure workmanship, defects pertaining to the installation of mirrors and glass ledges shall be corrected by the Supplier, a warranty security shall be required from the Supplier for a minimum period of three (3) months after the acceptance by DBP of the delivered items. The obligation for the warranty shall be covered by at least one percent (1%) of the total ABC. The said amount shall only be released after the lapse of the warranty period. Provided, however that the items

delivered are free from latent defects and all the conditions imposed have been fully met.

V. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- a. Proposal / Quotation
- b. Proof PhilGEPS Registration
- c. 2023 Mayor's / Business Permit
- d. Omnibus Sworn Statement
- e. Secretary Certificate (for Supplier under Partnership/Corporation)
- f. Signed Request for Quotation (RFQ)



VI. PAYMENT:

1. Payment shall be processed after completion of the project subject to submission of complete documents for payment (i.e. Invoice/Billing Statement, Certificate of Completion/Acceptance).
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered items shall be deducted from the payment, in case the Supplier fails to deliver the items on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of PO/NTP, DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

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Prepared by:

SIGNED

ARCH. JAY N. POBLETE

Acting Team Head, PCMU Luzon

Per Office Order No. 276 dated 27 June 2022

Recommended by:

SIGNED

AM MICHAEL ANTOLIN F. CANCIO

Acting Head, PCMU

Per Office Order No. 529 dated 29 December 2022

Approved by: /

SIGNED

AVP JOSE C. DELA FUENTE

Acting Head, CFMD

Per Office Order No. 276 Dated 27 June 2022