

**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 3-Layered Lateral 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 3-layered lateral filing cabinets for BBG-Northern Luzon and its ward Branches:	
	Branch	No. of Units
	BBG-Northern Luzon	4
	Bangui	3
	Dagupan	3
	San Fernando, La Union	3
	Total	17
Area of Delivery:	Branch	Address
	BBG-NL	2F DBP Bldg., Lower Session Road, Baguio City
	Bangui	Legislative Bldg., Brgy. San Lorenzo Bangui, Ilocos Norte
	Dagupan	M. H. del Pilar St. Barangay Mayombo, Dagupan City, Pangasinan
	SFLU	Lueco Bldg I, Brgy. Sevilla San Fernando, La Union
	Solano	Burgos Street, Barangay Quezon, Solano, Nueva Vizcaya
Contract Period	Thirty (30) calendar days upon signing of Purchase Order	
Specification:	See attached “Annex A” for complete specifications	
Approved Budget for the Contract	Two Hundred Fifty-Five Thousand Pesos (₱255,000.00), inclusive of all taxes	

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 5:00 P.M. of May 31, 2023. 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. Ariane Xyrylle P. Cacho at Telephone No. (074) 442-5308.

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

**TECHNICAL SPECIFICATION
3-LAYER LATERAL FILING CABINET**

Specification:



- Materials : Cold-rolled steel plate gauge #20
- Finish : Powder coated with anti-rust protection
- Features : Recessed handle, centralized locking system with black plastic divider per drawer
- Color : Light Gray
- Dimensions : 900 mm (W) x 450 mm (D) x 1060 mm (H);
Size tolerance (± 25.4 mm in either direction)

Note : Design should be same or similar as the attached photo.

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 3-layered lateral filing cabinets for BBG-Northern Luzon and its ward Branches:	1	lot																
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Amount in Words																		

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

Name of Company

Name/Signature of Representative

Contact No.