



REQUEST FOR QUOTATION (RFQ)

SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF OFFSET MACHINE

Procuring Entity : DBP Head Office
 Solicitation Number : P-CFMD-23-00232
 Date of Posting/Canvass : 04/29/2023
 Deadline of Submission : 05 /04/2023 (1:00 PM)
 Approved Budget for the Contract (ABC) : ₱80,000.00

Item	Quantity	Unit Cost	Total Cost
Kindly refer to the attached Scope of Services for details and other conditions.			
(Please submit formal quotation)			

Please be guided by the following:

1. All entries in the proposal formal 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
SCOPE OF SERVICES
Mode of procurement – Small Value

- I. Supply of Labor and materials for the repair of Offset Machine (ABDICK 9910).
- II. Approved Budget for the Contract: Php 80,000.00 (inclusive of VAT and other charges)
- III. Scope of Services:

1. Pull-out of Offset machine
2. General Overhauling:
 - Re-rubbering of Rollers
 - Re-conditioning of Pump Motor
 - Repair of Flywheel
 - Degreasing and Oiling
 - Fixing of broken Shaft
 - Calibration and Setting
 - Repair of Flywheel
3. Delivery, Testing and Commissioning of Offset Machine



IV. Pull –out and Delivery:

1. Location: Copy Printing Section. General Services Unit, CFMD basement area. In coordination with the Receiving Section of the Inventory Management Unit-Procurement and Inventory Management. Dept. (IMU-PIMD)
2. Contact Detail: Joselito M. Lozeriaga, Tel. No. 818-9511 Loc. 2009.

V. Completion Period:

60 calendar days after receipt of Purchase Order (PO).

VI. Warranty:

Six (6) months warranty on service.

VII. Other Condition:

All other defects and needed parts/ items found during overhauling shall be quoted by the supplier and shall be subject for approval as supplemental work to be covered by a separate Purchase Order/Notice to Proceed.

VIII. Documentary Requirements:

1. Proposal/Quotation
2. Proof of PhilGEPS Registration
3. 2023 Mayor's / Business Permit
4. Omnibus Sworn Statement
5. Secretary's certificate (For supplier under partnership/corporation)
6. Signed Request for Quotation (RFQ)
7. Certificate of being an authorized service provider of AB DICK Offset Machine

IX. Payment:

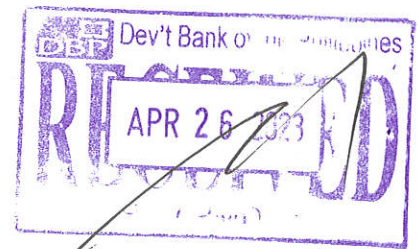
1. No advance payment shall be made.
2. Payment shall be processed after completion of scope of services subject to complete documents for payment (i.e., Invoice/Billing Statement, Certificate of Completion/ Acceptance, etc.)
3. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity 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 the PO/NTP, the DBP may rescind or terminate the contract, without prejudice to other courses of action or remedies open to it.

Recommended by:

SIGNED

ENGR. EDWIN C. DIZON

Acting Head, RMU (Per Office Order No. 529 dated 29 Dec 2022)



Approved by:

SIGNED

AVP JOSE C. DELA FUENTE

Acting Head, CFMD (Per Office order No. 276 dated 27 June 2022)

Jose



Supply of Labor and Materials for the Repair of Offset Machine

Jose