



**REQUEST FOR QUOTATION**

**Supply and Delivery of Twelve (12) Units Industrial Stand Fan**

Procuring Entity : DBP Head Office  
 Solicitation Number : P-CFMD-23-00243  
 Date of Posting/Canvass : 05/10/2023  
 Deadline of Submission : 05/15/2023 (10:00 AM)  
 Approved Budget for the Contract (ABC) : ₱90,000.00

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

**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.

**Documentary Requirements:**

- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement (For ABC's above P50K) and;
- Secretary's Certificate as applicable for Partnership and 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:

**EDWARD M. RAZON / emrazon@dbp.ph / 8818-9511 local 2645**

*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 (DBP)

TECHNICAL SPECIFICATIONS

Supply and Delivery of Twelve (12) Units Industrial Fan – Small Value

I. **Approved Budget for the Contract: ₱ 90,000.00** at ₱ 7,500.00 per unit (*inclusive of VAT/applicable taxes*)

II. **Technical Specifications:**

- 20" Industrial Stand Fan
- With permanently oiled motor for hassle-free maintenance
- ABS blade material for long lasting performance
- 5 blades for powerful air movement
- Color black with silver grill
- With 3-speed setting
- Power supply: 220v
- 150 watts electricity consumption (maximum)



III. **Conditions of the Contract:**

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications/model.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
3. **Delivery Period:** The Supplier shall deliver the items within three (3) calendar days after receipt of NTP.
4. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Mngt. Dept. (IMU-PMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
5. Interested Supplier/s must submit the following:
  - a) Proposal/Quotation with brochure or data sheet for the brand and model number of the industrial fan being offered to prove compliance to the required technical specifications;
  - b) Proof of PhilGEPS Registration;
  - c) 2023 Mayor's/Business Permit;
  - d) Signed Request for Quotation (RFQ);
  - e) Omnibus Sworn Statement;
  - f) Secretary's Certificate (for supplier under partnership/corporation)

IV. **Warranty and Retention:**

1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models except when the Technical Specifications required by DBP provides otherwise.
2. The Supplier further warrants that all Goods supplied under this Contract shall be free from defects.

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3. **Warranty:** At least one (1) year warranty on parts and services upon receipt of unit/s by DBP.
4. The obligation of the warranty shall be covered by a retention money equivalent to 3% of the total contract price. The retention money shall only be released after three (3) months after issuance of Certificate of Completion/Acceptance while the remaining warranty period shall be covered by a paper warranty. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
5. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the Supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Bank.

V. **Payment:**

1. Payment shall be processed after completion of delivery and subject to complete documents for payment (i.e. Billing Statement/Statement of Account, as applicable).
2. 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 and remedies open to it.

Recommended by:

**SIGNED**

**ENGR. EDWIN C. DIZON**  
Acting Head, RMU-CFMD  
Per Office Order No. 529 dated 12/29/2022

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Approved by:

**SIGNED**

**AVP JOSE C. DELA FUENTE**  
Acting Head, CFMD  
Per Office Order No. 276 Dated 27 June 2022