



Development Bank of the Philippines

REQUEST FOR QUOTATION

Date

Sir/Madame:

Please quote your lowest price on the item as specified below with an approved budget of P84,000.00 and submit your quotation signed by your representative not later than June 10, 2024.

Thank you.

FROM:

SIGNED
SHANNEN GRACE S. NASSER
CSA-UP

CONDITIONS OF THE CONTRACT:

1. Quotation shall include fees, taxes, and other charges.
2. Please enclose the requested quotation in a sealed envelope and submit the same, on this address: 2nd Floor, DBP Building, C.M. Recto Street, Davao City or send via e-mail sm-bbg@dbp.ph on or before June 10, 2024.
3. The supplier shall ensure that the products delivered are in accordance with the specifications required by DBP. DBP has the right to reject items not according to the required specifications / model.
4. DBP may terminate / cancel the PO when the Supplier/ Contractor fails to deliver, perform and comply with its obligation as required for in the contract.
5. Delivery Period: The Supplier shall deliver the items not later than June 21, 2024.
6. Point of Delivery: DBP MALITA BRANCH, New Business Center, Public Market, Poblacion, Malita, Davao Occidental
7. DBP reserves the right to reject any and all quotations, to waive any defect in them and to award to the bidder whose price quotation is deemed most advantageous to the Bank.

PAYMENT:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. Billing Statement / Statement of Account, Certification of Completion / Acceptance). Issuance of manager's check will be the mode of payment and payment processing will be a maximum of 30 days or as indicated in the Purchase Order.
2. For every day delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

OTHER REQUIREMENTS:

Interested Suppliers/Contractors must submit the following prior to awarding of contract or issuance of Notice of Award (NOA):

1. PhilGEPS Certificate or PhilGEPS Registration number
2. Valid/ current Mayor's / Business Permit
3. BIR Certificate of Registration

For any queries, please feel free to contact the following:

1. SHANNEN GRACE S. NASSER, (082) 221-2620

ITEM QTY	UNIT	DESCRIPTION	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
1	UNIT	Check Perforator	49,000.00		
1	UNIT	Portable Check Writer	35,000.00		
		in compliance with attached Technical Specifications			

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

CONTACT NUMBER: _____

SIGNATURE: _____