



REQUEST FOR QUOTATION

Supply and Delivery of Various Maintenance Supplies

Procuring Entity : DBP Head Office
Solicitation Number : R-PIMD-24-00231
Date of Posting/Canvass : 06/07/2024
Deadline of Submission : 06/13/2024 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱99,300.00

Kindly refer to the attached Terms of Reference 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.

Documentary Requirements:

- Signed Formal Quotation/Proposal (using Supplier's Letterhead);
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Notarized Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K) (to be submitted during submission of proposal or after determination of single/lowest calculated quotation);
- Notarized Secretary's Certificate as applicable for Partnership and Corporation;
- Signed DBP Request for Quotation Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);
- 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 / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388

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:** _____

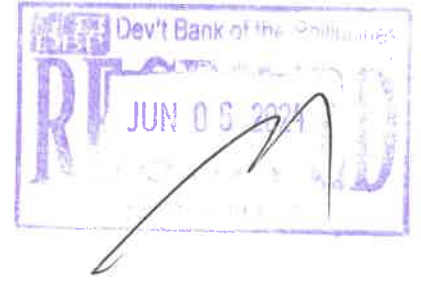
Signature over Printed Name

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of Various Maintenance Supplies



I. **Approved Budget for the Contract: Ninety Nine Thousand Three Hundred Pesos ₱ 99,300.00**
(Inclusive of VAT/applicable taxes and other charges)

II. **Technical Specifications:**

Item	Specifications	Quantity	Unit Price	Total Amount
1	Cleaner, Contact <ul style="list-style-type: none">• Electronics spray cleaner• 400 ml (min)	20 cans	₱ 425.00	₱ 8,500.00
2	Lock, Drawer <ul style="list-style-type: none">• With 2 keys• For wooden cabinet• 4 screw holes• Cylinder Size: .9" (22.6mm)	100 pcs.	115.00	11,500.00
3	G.I. Nipple 3/8" x 2" <ul style="list-style-type: none">• Thickness: 3/8"• Length: 2"• Threaded• Galvanized Iron	50 pcs.	22.00	1,100.00
4	P-Trap 1 1/2" <ul style="list-style-type: none">• Chrome plated• Pipe Diameter: 1 1/2"	20 pcs.	585.00	11,700.00
5	Tape, Plumber's <ul style="list-style-type: none">• Color: White• Width: 1/2"• Length: 10m	1,000 rolls	9.00	9,000.00
6	Water Filter Cartridge, GAC 10 <ul style="list-style-type: none">• Granular Activated Carbon• Diameter: 4.5" (114.3mm)• Length: 10" (254mm)	100 pcs.	305.00	30,500.00
7	Water Filter Cartridge, Spun Poly <ul style="list-style-type: none">• Sediment Filter Cartridge• Diameter: 4.5" (114.3mm)• Length: 10" (254mm)	100 pcs.	270.00	27,000.00
TOTAL				₱ 99,300.00

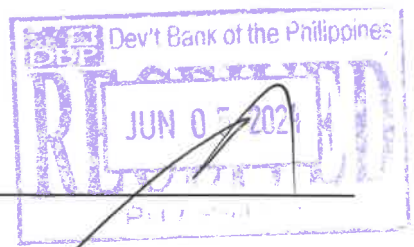
III. **Conditions of the Contract:**

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 in accordance with 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 Period:** Delivery shall be within thirty (30) calendar days (CD) after receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
5. Interested Supplier/s must submit all of the following:
 - a) Proposal/Quotation;
 - b) 2024 Mayor's/Business Permit;
 - c) Omnibus Sworn Statement;
 - d) Signed Request for Quotation (RFQ);
 - e) Secretary's Certificate (for supplier under partnership/corporation);
 - f) Proof of PhilGEPS Registration; and
 - g) Sample pictures (with brand) of each item/s being offered, for evaluation.

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____



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- 6. **Warranty:** Manufacturing defects shall be replaced by the Supplier for a minimum period of seven (7) CD after acceptance by DBP of the delivered items.

IV. Payment:

- 1. Payment shall be processed after completion of delivery 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.

Prepared by:

SIGNED
MARIVIC M. AQUINO
 OIC, Warehouse VisMin, IMU-PIMD

Recommended by:

SIGNED
SM EMMA O. PEDREZUELA
 Head, IMU-PIMD

Approved by:

SIGNED
VP FE B. DELA CRUZ
 Head, PIMD

Concurred by:
(Technical Specifications only)

SIGNED
AVP KRISTINE N. MATEO
 Concurrent OIC, PFMG
 (Per Office Order 373 dated 09 Sept. 2023)

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

