



REQUEST FOR QUOTATION

Supply and Delivery of One (1) Unit Machine Dryer

Procuring Entity : DBP Head Office
Solicitation Number : P-OH~PFMG-24-00319
Date of Posting/Canvass : 08/01/2024
Deadline of Submission : 08/05/2024 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱65,000.00

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) and indicate model and specifications to verify compliance with DBP requirements;
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation; and
- Signed DBP Request for Quotation Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page).

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



TERMS OF REFERENCE

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

SUPPLY AND DELIVERY OF ONE (1) UNIT MACHINE DRYER

I. APPROVED BUDGET FOR THE CONTRACT (ABC): SIXTY-FIVE THOUSAND PESOS (P65,000.00) INCLUSIVE OF VAT/APPLICABLE TAXES AND OTHER CHARGES.

II. TECHNICAL SPECIFICATIONS:

Load Type	Front Load
Drying Capacity (minimum)	10 kilograms
Power Capacity (minimum)	220v-240v 1,000 watts
Dry Program (minimum)	14 Drying Programs
Other Features	Inverter, Tempered Glass, Stainless Steel Drum, Auto Cleaning Condenser, Dual Lint Filter

III. OTHER WORKS AND REQUIREMENTS/CONDITIONS:

1. The Supplier shall ensure that the item delivered is in accordance with the specifications required by the DBP. DBP has the right to reject delivery item delivered that was found to be defective and not according to the required specifications.
2. 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 item within **Thirty (30) calendar days** after receipt of Notice to Proceed (NTP).
4. Point of Delivery: DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit- Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil Puyat Avenue cor. Makati Avenue, Makati City.

IV. WARRANTY AND RETENTION

1. Warranty: At least one (1) year on parts and labor and ten (10) years on motor.
2. The Supplier warrants that the Good supplied under the Contract is new, unused and free from defects.

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____

3. The obligation of the warranty shall be covered by a retention money equivalent to 1% of the total contract price. The retention money shall only be released three (3) months after completion of delivery while the remaining warranty period shall be covered by a paper warranty. Provided, however, that the item delivered is free from patent and latent defects and all the conditions imposed under the contract have been fully met.
4. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defect). 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 item or parts thereof, without cost to the Bank.

V. TESTING/ACCEPTANCE

The Supplier shall test the One (1) Unit Machine Dryer in the presence of the PFMG-BPMU personnel prior to the issuance of Certificate of Acceptance by DBP.

VI. PAYMENT TERMS

1. Payment shall be processed after completion of delivery and subject to complete documents for payment (e.g. Billing Statement/Statement of Account, as applicable) and Certificate of Acceptance/Completion issued by DBP.
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, the DBP may rescind or terminate the contract without prejudice to other courses of action and remedies open to it.

VII. REQUIREMENTS FOR INTERESTED/PROSPECTIVE SUPPLIERS

1. Quotation/Proposal (indicate model and specifications to verify compliance with DBP requirements)
2. PhilGEPS Registration Number
3. 2024 Mayor's/Business Permit
4. Omnibus Sworn Statement
5. Secretary's Certificate (under partnership/corporation)
6. Signed Request for Quotation (RFQ)

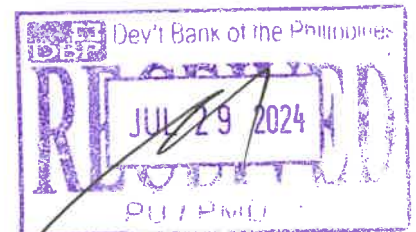
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Recommended by:

SIGNED
SM MARIO A. TORREFRANCA
Head, BPMU

Approved by:

SIGNED
SVP LUTGARDA C. BAQUIRAN-PERALTA
Head, PFMG



Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____