



REQUEST FOR QUOTATION

One (1) Lot – Supply of Labor and Materials for the Replacement of Glass Partition at DBP Baguio Building

Procuring Entity : DBP Head Office
Solicitation Number : P-OH~PFMG-24-00371
Date of Posting/Canvass : 08/23/2024
Deadline of Submission : 08/30/2024 (04:00 PM)
Approved Budget for the Contract (ABC) : ₱61,230.00

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);
- 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); and
- Certificate of Site Inspection to be issued by DBP Baguio

REQUIREMENTS PRIOR TO THE SUBMISSION OF PROPOSAL:

- Interested supplier, in coordination with Engr. Kim Nathaniel P. Santos, must conduct an ocular inspection/actual assessment prior to the submission of Proposal/Quotation
- Contact No. 0998-992-0173

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

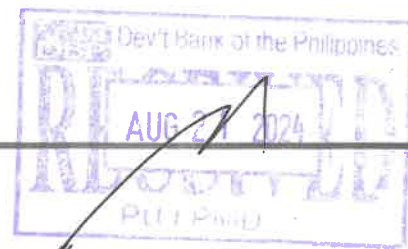
Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner 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: _____

Signature over Printed Name

Date: _____



TERMS OF REFERENCE

PROJECT: ONE (1) LOT – SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF GLASS PARTITION DBP BAGUIO BUILDING

The project shall cover the supply, delivery and installation of tempered glass partition with aluminum frame at the second (2nd) floor DBP Baguio Building.

I. APPROVED BUDGET FOR THE CONTRACT (ABC) IN PESOS: SIXTY-ONE THOUSAND TWO HUNDRED THIRTY (P61,230.00) INCLUSIVE OF VAT/APPLICABLE TAXES AND OTHER CHARGES.

II. TECHNICAL SPECIFICATIONS:

Description	Glass Dimensions	Glass Color and Design	Aluminum Frame
Tempered glass partition with aluminum frame	Length: 238 cm Width: 160 cm Thickness: ¼ inches	Color: Transparent Design: Frosted	Type: FD100 Thickness: 7 cm (min) Color: Jet Black

III. SCOPE OF SERVICES:

1. Dismantle the existing temporary wood partition wall and install aluminum frame.
2. Install tempered glass partition to the installed frame.
3. Apply silicone sealants on all sides of the glass and frame to ensure tightness on joints of the installed glass.
4. The Supplier shall dispose the dismantled existing wood cover.

IV. OTHER WORKS AND REQUIREMENTS/CONDITIONS:

1. Supplier shall designate or employ a full-time project coordinator that will supervise on-site works and activities.
2. The Supplier shall be responsible for the safety of its personnel at all times.
3. The Supplier shall answer for any damage to or loss of the DBP's properties, or to those for which the DBP is responsible which may be sustained through the fault of the Supplier's personnel.

In which case, the Supplier has the option of either paying the cost of the damage of loss in repairing, reinstating, or replacing the item/s lost or damaged. In this connection, the persons whom the Supplier may assign to perform the services shall submit themselves to search by the security staff of the DBP before entering the premises of the installation site.

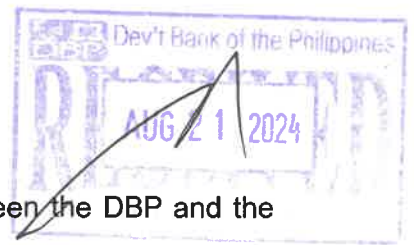
Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____

TERMS OF REFERENCE

Supply of Labor and Materials for the Replacement of Glass Partition



4. There shall be no employer-employee relationship between the DBP and the technicians/personnel assigned by the Supplier.
5. All assigned personnel of the Supplier shall be in uniform with appropriate identification cards while within the premises of the installation site.
6. Defective works, equipment and materials may be rejected by DBP at any time before the final acceptance of the work and replace in accordance with the specifications, with the resulting expenses chargeable to Supplier's account.
7. The Supplier must comply with the latest DOH, DOLE and LGU health protocols on the project site.
8. All additional items, materials and workmanship not included in the scope of works but found necessary to complete the project and meet its objective shall be for the account of the Supplier.
9. Completion Period

The Supplier must complete all works within THIRTY (30) CALENDAR DAYS after the receipt of Notice to Proceed.

10. Installation Site

Second (2nd) floor of the Development Bank of the Philippines (DBP) Baguio Building, Lower Session Road, cor. Perfecto Street, Baguio City.

11. Working Hours

Schedule 1	Saturdays or Sundays / 8AM to 5PM	Noise works are allowed within the installation site
Schedule 2	Mondays to Fridays / 8AM to 6PM	Noise works are <u>not allowed</u> within the installation site

Note: Gate pass is required for each scheduled work

V. WARRANTY AND RETENTION:

1. At least six (6) months warranty on all parts and services.
2. The Supplier warrants that the Goods supplied under the contract are new, unused and free from defects.
3. The obligation of the warranty shall be covered by a retention money or submission of a special bank guarantee equivalent to 3% of the total contract price. The retention money shall only be released three (3) months after completion of project 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.

Conformed by:

Company: _____

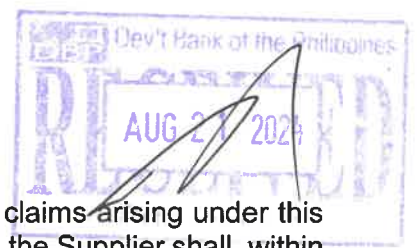
Signature over

Printed Name: _____

Date: _____

TERMS OF REFERENCE

Supply of Labor and Materials for the Replacement of Glass Partition



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.

VI. TESTING/ACCEPTANCE:

The Supplier shall present the newly installed glass partition in the presence of the DBP Baguio Building personnel prior to the issuance of Certificate of Completion by DBP.

VII. PAYMENT TERMS:

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

VIII. REQUIREMENTS PRIOR TO SUBMISSION OF PROPOSAL:

Interested supplier/s must conduct an ocular inspection prior to submission of Proposal/Quotation (Contact Person of BPMU Engr. Kim Santos, Mobile and Viber Number: 0998-992- 0173)

IX. DOCUMENTARY REQUIREMENTS FOR INTERESTED/PROSPECTIVE SUPPLIERS:

1. Quotation/Proposal (date must be on or after the conduct of site inspection)
2. PhilGEPS Registration Number
3. 2024 Mayors/Business Permit
4. Omnibus Sworn Statement
5. Secretary's Certificate (for suppliers under partnership/corporation)
6. Signed Request for Quotation (RFQ)
7. Certificate of Site Inspection to be issued by DBP

-end-

Recommended by:


SIGNED
SM MARIO A. TORREFRANCA
Head, BPMU-PFMG

Approved by:


SIGNED
SVP LUTGARDA C. BAQUIRAN-PERALTA
Head, PFMG

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____