



REQUEST FOR QUOTATION

Supply of Labor and Materials for the Re-upholstery and Repair of Conference Chairs

Procuring Entity : DBP Head Office
Solicitation Number : P-OCS-24-00403
Date of Posting/Canvass : 09/18/2024
Deadline of Submission : 09/24/2024 (04:00 PM)
Approved Budget for the Contract (ABC) : ₱234,100.00

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;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- 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);

REQUIREMENTS PRIOR TO THE SUBMISSION OF PROPOSAL:

- Interested supplier/s, in coordination with Ms. Maritel Yumang / Ms. Jemimah Joy Go, must conduct an ocular inspection to check the chairs and sample fabric prior to the submission of Proposal/Quotation
- Contact No. 8 818-9511 local 1110 / 0917-885-7325 / 0998-865-9200

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.

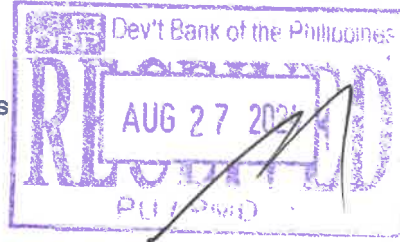
Name of Company/Supplier: _____

Authorized Signatory: _____ Date: _____

Signature over Printed Name



DEVELOPMENT BANK OF THE PHILIPPINES
 Head Office: Sen. Gil J. Puyat Avenue corner
 Makati Avenue, Makati City, Philippines



TERMS OF REFERENCE

SUPPLY OF LABOR AND MATERIALS FOR THE RE-UPHOLSTERY AND REPAIR OF CONFERENCE CHAIRS

I. **APPROVED BUDGET FOR THE CONTRACT (ABC):** TWO HUNDRED THIRTY-FOUR THOUSAND ONE HUNDRED PESOS ONLY (Php234,100.00) inclusive of VAT/applicable taxes.

II. **SCOPE OF SERVICES:**

1. Supply of labor and materials for the re-upholstery and repair of **conference chairs**, as follows:

Particulars	Quantity
Re-upholstery and repair with labor and materials	
• Conference Chairs	18 pcs.
• Back pillows	3 pcs.
Re-foaming (seats and back cushion per original design)	18 pcs.
Repainting	15 pcs.
Addition of Removable Lumbar Support Foam	15 pcs.
Hydraulic Replacement	4 pcs.

- All materials needed for the re-upholstery (e.g., fabric, threads, staple wires, foam, rugby, piping cord, etc.), will be provided by the Supplier;
- The Supplier shall replace the existing upholstery with the fabric/material selected by the DBP from the swatches provided by the Supplier, upon submission of the proposal; and
- The Supplier shall pick-up and deliver the conference chairs from and to the DBP Head Office.

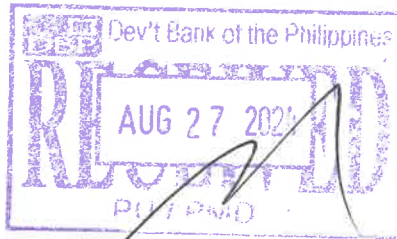
III. **CONDITIONS OF THE CONTRACT:**

- The DBP has the right to reject the delivered chairs and pillows if found to be of poor workmanship (e.g., fabric was not properly stitched, stained fabric, piping cord was not aligned, etc.);
- The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation:

Conformed by:
 Company: _____

Signature over
 Printed Name: _____

Date: _____



3. **Completion/Delivery Period:** The Supplier shall complete the project within forty-five (45) calendar days after receipt of the Notice to Proceed and approval of swatches;
4. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit – Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.

IV. REQUIREMENTS PRIOR TO SUBMISSION OF PROPOSAL:

Interested supplier/s must conduct an ocular inspection to check the chairs and sample fabric prior to submission of Proposal/Quotation (Contact Person/s of OCS: SM Maritel M. Yumang / Jemimah Joy C. Go, Mobile Numbers: 0917-885-7325 / 0998-865-9200).

V. DOCUMENTARY REQUIREMENTS:

1. Proposal/Quotation indicating the unit cost and the total cost;
2. Proof of PhilGEPS Registration;
3. 2024 Mayor's/Business Permit
4. Signed Request for Quotation (RFQ)
5. Omnibus Sworn Statement (for winning supplier);
6. Secretary's Certificate (for winning supplier under partnership or corporation)

VI. WARRANTY

1. The Supplier warrants that the materials used as indicated in the Terms of Reference (TOR) are new and unused.
2. Warrants to replace defective material/s within fifteen (15) calendar days after receipt of notice from the DBP.
3. The Supplier shall issue a Warranty Certificate for six (6) months, from the date of acceptance that the delivered items shall have no defect arising from design, materials or workmanship or from any act or omission by the Supplier.
4. Warrants that it shall conform strictly to the terms and conditions of the TOR.

VII. PAYMENT

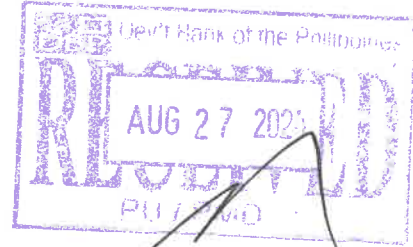
1. Payment shall be processed after completion of delivery subject to complete submission of documents for payment (e.g. Invoice/Billing Statement/Statement of Account/Certificate of Completion/Acceptance, as applicable).
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity/unperformed services shall be deducted from the payment in case the Supplier fails to deliver the items on time.

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____

Recommended by:



SIGNED
SM MARITEL M. YUMANG
Head, Administrative Support and Regulatory Services Unit
Office of the Corporate Secretary *M*

Approved by:

SIGNED
VP MARIA KATRINA L. INFANTE
Corporate Secretary *KLI*

Conformed by:

Company: _____

Signature over
Printed Name: _____

Date: _____