



REQUEST FOR QUOTATION

Supply, Delivery and Installation of One (1) Lot of Steel Grille Door

Procuring Entity : DBP Head Office
Solicitation Number : P-COMMONWEAL-24-00002
Date of Posting/Canvass : 09/11/2024
Deadline of Submission : 09/16/2024 (04:00 PM)
Approved Budget for the Contract (ABC) : ₱65,500.00

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

REQUIREMENTS PRIOR TO THE SUBMISSION OF PROPOSAL:

- Interested supplier must conduct an ocular inspection/actual measurement on-site prior to the submission of Proposal/Quotation
- DBP Manila Branch - Ms. Jenny C. Ignacio, Contact No. 8 525-8703 / 0927-515-6543
- DBP Taguig-Tuktukan Branch – Mr. Jeremy D. Fuentes, Contact No.: 8 532-7673 / 0905-565-0989

For submission of proposal and any inquiry, you may contact the following personnel:

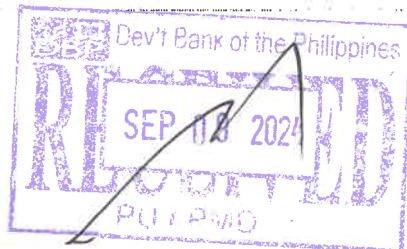
EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388

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, Delivery and Installation of One (1) Lot of Steel Grille Door, per Scope of Services

I. **Approved Budget for the Contract (ABC):** Php 65,500.00 (inclusive of VAT and other charges)

II. **Scope of Services:**

Fabrication and installation of exit steel grille door (inclusive of Steel/Welding Works and Painting Works) for the following branches and addresses:

Item No.	DBP BRANCH	INSTALLATION SITE	QTY	UOM	UNIT COST	REMARKS
1)	DBP Manila-Arroceros	Ground Floor W. Godino Bldg. No. 350 A. Villegas St. Ermita Manila	1	UNIT	32,750.00	ANNEX A-1
2)	DBP Taguig-Tuktukan	BSJE Bldg., No.9 Gen. Luna St., Barangay Tuktukan, Taguig City	1	UNIT	32,750.00	ANNEX A-2
		Total:	2		65,500.00	

Note: To be procured as one (1) Lot Project shall be awarded to the Supplier with the lowest total offer amount subject to the condition that the offer amount shall not exceed the set ABC per item.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



(02) 818-9511



info@dbp.ph

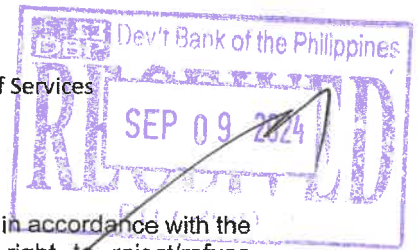


www.dbp.ph



P.O. Box 1996, Makati Central Post Office 1200
Makati City

Supply, Delivery and Installation of One (1) Lot Steel Grille Door, per Scope of Services



III. Conditions of the Contract:

1. The Supplier shall ensure that the items delivered/installed are in accordance with the Scope of Services required by the DBP. DBP has the right to reject/refuse delivery/installation if items delivered/installed were found to be defective and not in accordance with the required Scope of Services.
2. All information obtained from the Branch for purposes of the completion of the project shall remain confidential and should not come into the possession of any Third Party without the prior consent of DBP.
3. The DBP may terminate/cancel the Purchase Order (PO) if the Supplier fails to deliver, perform and comply with its obligation.
4. **Delivery/Completion Period:** The supplier shall complete the delivery and installation within thirty (30) calendar days after receipt of Notice to Proceed (NTP) and conformity thereof.
5. **Point of Delivery:** Stated under item II.

IV. Warranty and Retention:

1. In case of any paint discoloration/fading, substandard welding connections, and any general damages resulting from poor installation within one (1) year from delivery and acceptance, the Supplier shall be required to repair and/or replace the concerned area.
2. The obligation for the one (1) year warranty (reckoned from the date of acceptance) shall be covered by either a retention money or a special bank guarantee equivalent to 5% of the total contract amount. The retention money shall only be released after one (1) year after the issuance of Certificate of Completion/Acceptance. Provided, however, that the items delivered and installed are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
3. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defects). 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 items or parts thereof, without cost to the Bank.

V. Liquidated Damages

1. The winning Supplier must pay DBP liquidated damages, not by way of penalty, an amount equal to one tenth (1/10) of one percent of the cost of delayed goods scheduled for delivery for every day of delay. The liquidated damages will be imposed until such goods are finally delivered, tested and accepted by DBP.
2. In no case shall the sum of liquidated damages reach ten percent (10%) of the contract amount. If it does, the contract may be rescinded by DBP, without prejudice to other courses of action and remedies open to it.

Conformed by:

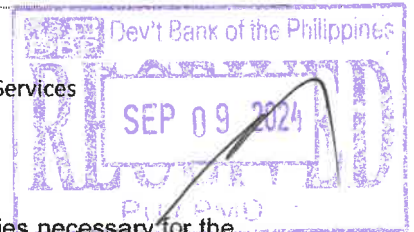
Company: _____

Signature over

Printed Name: _____

Date: _____

Supply, Delivery and Installation of One (1) Lot Steel Grille Door, per Scope of Services



VI. Other Requirements:

1. The Supplier shall hold all obligations, duties and responsibilities necessary for the successful completion of the contract assigned or to be undertaken, including all labor, materials, equipment and services, other incidentals and furnishing thereof in accordance with the drawings, specifications and all addenda prepared by BDP.
2. The Supplier shall secure and pay all required permit fees, licenses, and taxes with no additional cost to DBP and comply with all laws and local ordinances and related government regulations in connection with the project.
3. All expenses incurred in the course of delivery/shipment of goods to specified DBP Business Units shall be borne by the Supplier.
4. Sales Invoice and Delivery Receipt in the name of DBP duly signed, with the date of receipt indicated shall be delivered at respective DBP Branches.

VII. Requirement Prior to Proposal

1. The Supplier must conduct an ocular inspection and verify actual measurement on-site prior to submission of proposal.

Contact Persons:

Ms. Jenny C. Ignacio

8525-8703 / 0927-515-6543

DBP Manila Branch

Ground Floor W. Godino Bldg. No. 350 A. Villegas St. Ermita Manila

Mr. Jeremy D. Fuentes

8532-7673 / 0905-565-0989

DBP Taguig – Tuktukan Branch

BSJE Bldg., No.9 Gen. Luna St., Barangay Tuktukan, Taguig City

VIII. Payment:

1. Payment shall be processed after completion of delivery and installation subject to complete documents for payment (e.g. Billing Statement/Statement of Account, Certificate of Completion/Acceptance), as applicable.
2. One time, full payment shall be issued upon completion of all works.
3. Upon receipt of payment, the Supplier shall issue Official Receipt to acknowledge receipt of payment and shall be delivered at DBP Head Office, Makati City.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

IX. Documentary Requirements:

Interested Supplier/s must submit the following:

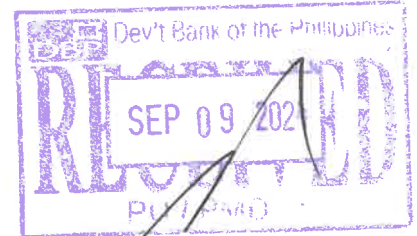
1. Quotation/Proposal
2. 2024 Mayor's/Business Permit
3. Proof of PhilGEPS Registration
4. Omnibus Sworn Statement
5. Secretary's Certificate (for Supplier under partnership/corporation)
6. Signed Request for Quotation (RFQ)
7. Certificate of Site Inspection

Recommended by:


SIGNED
Mgr. Maryknell R. Porcioncula
Technical Asst., BBG Metro Manila

Approved by:


SIGNED
VP LEA R. SANTOS
Head, BBG Metro Manila



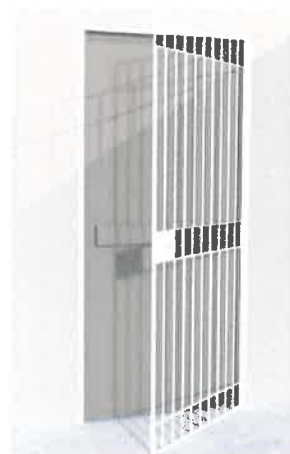
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Company: _____

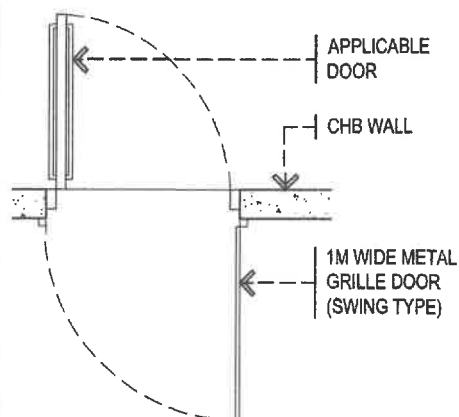
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Printed Name: _____

Date: _____

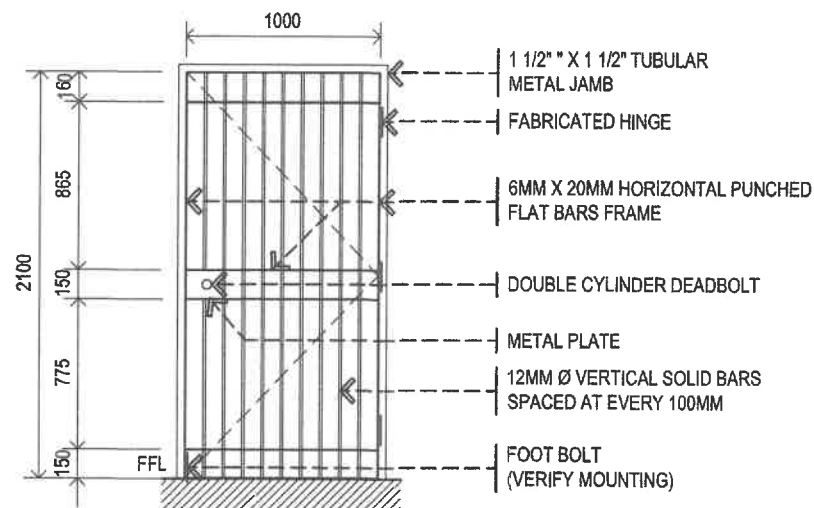


PERSPECTIVE



PLAN

NOTES:
 1. SCALE
 PLAN : 1:30 MTS
 ELEVATION : 1:30 MTS
 2. VERIFY ACTUAL MEASUREMENTS ON SITE PRIOR TO FABRICATION OF GRILLE DOOR
 3. VERIFY DOOR SWING (LEFT OR RIGHT SIDE)
 3. CONNECTIONS SHALL BE FULLY-WELDED AND IN SMOOTH FINISH.



ELEVATION

MARK	MGD 1	
TYPE	GRILLE DOOR	:12MM Ø VERTICAL SOLID BARS SPACED AT EVERY 100MM WITH 6MM X 20MM HORIZONTAL PUNCHED FLAT BARS FRAME IN ENAMEL PAINT FINISH, COLOR: WHITE
	JAMB	:1 1/2" X 1 1/2" TUBULAR METAL JAMB IN ENAMEL PAINT FINISH, COLOR: WHITE
LOCATION	EXIT DOOR	
HARDWARES	HINGES :PROVIDE THREE (3) PCS. FABRICATED METAL HINGES AND FOOT BOLT DOOR LOCKS :DOUBLE CYLINDER DEADBOLT, STAINLESS STEEL FINISH	



We Build Possibilities.

DBP MANILA BRANCH

METAL GRILLE DOOR
 (SWING TYPE)

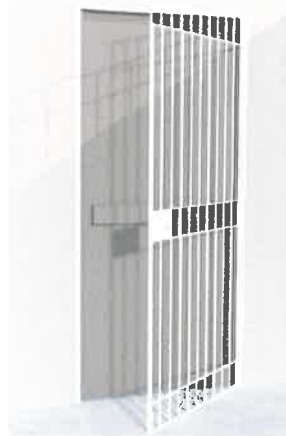
Conformed by:

Company: _____

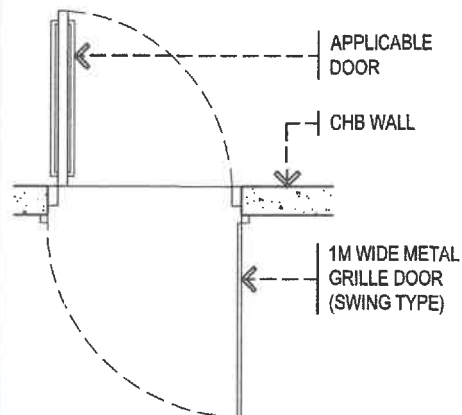
Signature over

Printed Name: _____

Date: _____

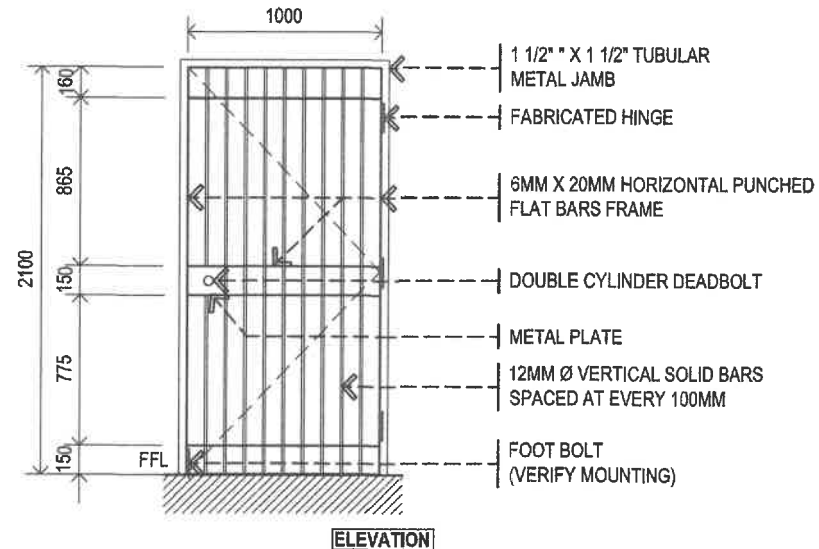


PERSPECTIVE



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We Build Possibilities.

DBP TAGUIG-TUKTUKAN BRANCH

METAL GRILLE DOOR
(SWING TYPE)

Conformed by:
 Company: _____

Signature over
 Printed Name: _____

Date: _____