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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11399788  
**Procuring Entity** DEVELOPMENT BANK OF THE PHILIPPINES - BBG - NORTHERN MINDANA  
**Title** SUPPLY AND DELIVERY OF THIRTY FOUR (34) UNITS OF VARIOUS CHAIRS AND NINE (9) UNITS VERTICAL FILING CABINETS  
**Area of Delivery** Misamis Oriental

<b>Solicitation Number:</b>	2024 NM 012	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Furniture		
<b>Approved Budget for the Contract:</b>	PHP 232,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	25/10/2024
<b>Contact Person:</b>	Eduardo A. Sieras BAC Secretariat Head Tirso Neri St. corner Corrales Ave. Cagayan De Oro City Misamis Oriental Philippines 9000 63-088-88813011 nmbg@dbp.ph	<b>Last Updated / Time</b>	24/10/2024 13:49 PM
		<b>Closing Date / Time</b>	04/11/2024 15:00 PM
<b>Description</b>  Item and Description Approved Budget Quantity 1 4-Drawer Vertical Filing Cabinet 60,000 6 units 2 5-Drawer Vertical Filing Cabinet 45,000 3 units 3 Clerical Chairs 112,000 28 units 4 Visitor's Chairs 15,000 6 units			

**Created by** Eduardo A. Sieras  
**Date Created** 24/10/2024

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Development Bank of the Philippines

## REQUEST FOR QUOTATION

### SUPPLY AND DELIVERY OF THIRTY FOUR (34) UNITS OF VARIOUS CHAIRS AND NINE (9) UNITS VERTICAL FILING CABINETS

Date of Posting/canvass : **October 25, 2024**  
Date of Last Submission : **November 4, 2024**  
Solicitation Number : **2024 NM - 012**  
Procuring Entity : **Branch Banking Group - Northern Mindanao**  
Title : **SUPPLY AND DELIVERY OF THIRTY FOUR (34) UNITS OF VARIOUS CHAIRS AND NINE (9) UNITS VERTICAL**  
Area of Delivery : **Various location ( refer to Technical Specs )**  
Procurement Mode : **Negotiated Procurement - Small Value Procurement (Sec. 53.9)**  
Classification : **Goods**  
Category : **Furniture**  
Approved Budget : **PHP 232,000.00**  
Delivery Period : **30 DAYS**

Item No.	Item and Description	Approved Budget	Quantity	Unit/s	Unit Price	Total Price
1	4 Drawer Vertical Filing Cabinet	60,000.00	6	Units		
2	5 Drawer Vertical Filing Cabinet	45,000.00	3	Units		
3	Clerical Chairs	112,000.00	28	Units		
4	Visitor's Chairs	15,000.00	6	Units		
	Kindly refer to the attached Technical					
	for details and other conditions					
	<b>Total Amount</b>					

Please quote your lowest price on the item/s stated above, subject to the general conditions & requirements below.

(Sgd.) SM EDUARDO A. SIERAS  
TA, BBG NM

After having carefully read and accepted your general conditions, I/We quote you on the item(s) at prices noted above.

#### General Conditions & Requirements:

- All Entries must be typewritten/legibly written
- Price quotation must be based on the Technical Specifications (TS), Terms of Reference (TOR) / Scope of Work/Services (SOW), as applicable and must be duly signed by the supplier's representative.
- Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
- Price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract
- Price quotation with incomplete documentary requirement shall not be considered for evaluation.
- Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.
- Partial bids are allowed.
- Mode of submission of quotation: Open. Quotation must include the documentary requirements below:
  - ☐ Proof of PhilGEPS Registration;
  - ☐ Mayor's/Business permit for the current year;
  - ☐ Omnibus Sworn Statement (For ABC's above P50K); Secretary's Certificate (If Partnership/Corporation)
  - ☐ Business/Income Tax Return (For ABC's above P500K);
  - ☐ Samples/Brochure/Data Sheet, as necessary and/or other documents as specified in the TOR/ SOW/ TS;
  - ☐ Statement of Government &/or Private Contracts Completed which are

Printed Name/Signature

Tel.No./Cell No./e-mail Address

Company Name

Address

TIN #

(Indicate if VAT or VAT exempt)



## DEVELOPMENT BANK OF THE PHILIPPINES (DBP)

### TECHNICAL SPECIFICATIONS

Supply and Delivery of Thirty-Four (34) Units of Various Chairs and Nine (9) Units Vertical Filing Cabinets  
Small Value Procurement

- I. **Approved Budget for the Contract:** ₱ 232,000.00 (inclusive of VAT/applicable taxes and other charges)
- II. **Technical Specifications:** (per attached specifications)
- 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 the delivery if the item/s delivered were found to be defective and not according to 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:** The Supplier shall deliver the items within Thirty (30) calendar days after the receipt of Notice to Proceed (NTP).

4. **Point of Delivery:**

Address	Contact No.	ITEMS	No. of Units
Limketkai Branch – Rosario Strip, Limketkai Center, Brgy. 31, Cagayan de Oro City	(088) 856-6154	Clerical Chairs	5
Malaybalay Branch – Bonifacio Drive, Caul, Malaybalay City	(088) 813-3831	Clerical Chairs	6
Valencia Branch – Tamay Lang Park Lane, G. Laviña Ave, Pob. Valencia City, Bukidnon	(088) 818-3316 / 828-6213	Clerical Chairs	9
		Visitor's Chairs	6
DBP Villanueva Branch – National Highway, Brgy. Katipunan, Mun. of Villanueva, Misamis Oriental	(088) 890-4769	Clerical Chairs	8
BBG – Northern Mindanao – T. Neri St. Cor. Corrales Ave., Cagayan de Oro City	(088) 857-2088	4-Drawer Vertical Filing Cabinet	6
Iligan Branch – Picardel Road, Mahayahay, Iligan City	0917-834-8687	5-Drawer Vertical Filing Cabinet	3

5. Interested Supplier/s must submit the following:
  - a. Proposal/Quotation
  - b. Brochure or data sheet for the brand and model of the Uninterrupted Power Supply (UPS) being offered to prove compliance to the required technical specifications.

- c. Proof of PhilGEPS Registration
- d. 2024 Mayor's/Business Permit
- e. Omnibus Sworn Statement
- f. Secretary's Certificate (For supplier under partnership/corporation)
- g. Signed Request for Quotation (RFQ)

**IV. Warranty and Retention:**

1. At least one (1) year warranty on parts and service upon receipt of unit/s by DBP
2. The Supplier warrants that the Goods under the Contract are new, unused, and free from defects.
3. The obligation of the warranty shall be covered by a retention money equivalent to 3% 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 Warranty Certificate. Provided, however, that the items are 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 the 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 item or parts thereof, without cost to the Bank.

**V. Payment:**

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

Prepared by:

SM EDUARDO A. SIERAS  
TA, BBG-Northern Mindanao

Approved by:

SAVP ROMEL S. CALAPARDO  
Acting Head, BBG Northern Mindanao

## Technical Specifications



**Clerical Chair**

**Fabric moulded foam-cushion** upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.

**Color:** Twilight Blue

**Dimensions:**

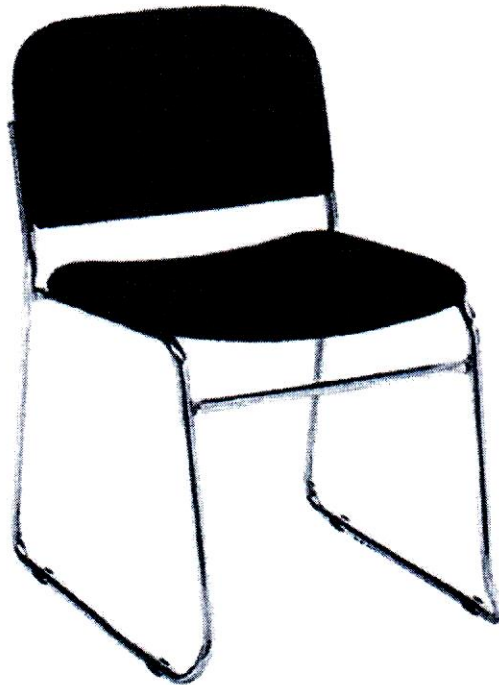
- Seat: minimum of 500mm x 450mm
- Backrest: minimum of 450mm x 500mm
- Height: minimum of 800mm (adjustable)
- Size Tolerance  $\pm 25.4$  mm in either direction

**Weight Capacity:** min. of 112 kgs

*Note: Design should be the same or similar as the above photo*

by [signature]

## Technical Specifications



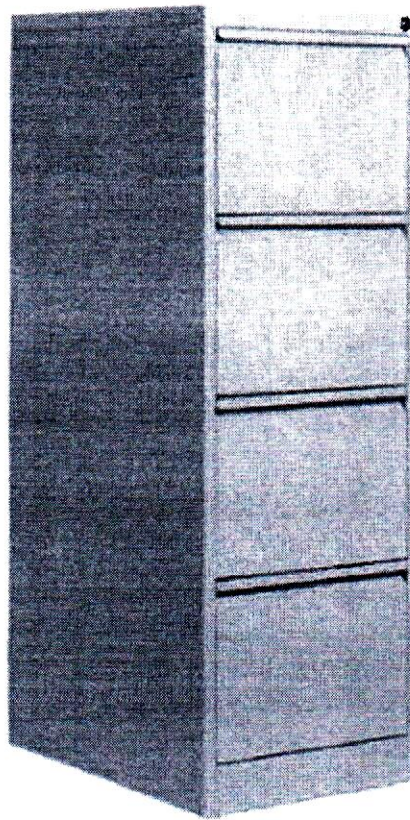
**Visitor's Chair**

**Fabric moulded foam-cushion** upholstered seat and backrest; **without armrest**; gauge 18 steel with 5/8" round-tubular construction chrome finish (sled type leg) and poly floor glides  
**Color:** Twilight Blue  
**Dimensions:** minimum of 584 mm (W) x 584 mm (DD) x 762 mm (H)  
-Seat: minimum of 420mm x 420mm  
-Foam Thickness: 1.5 inches  
-Size Tolerance  $\pm 25.4$  mm in either direction  
**Weight Capacity:** min. of 112 kgs

*Note: Design should be the same or similar as the above photo*

*Handwritten signature*



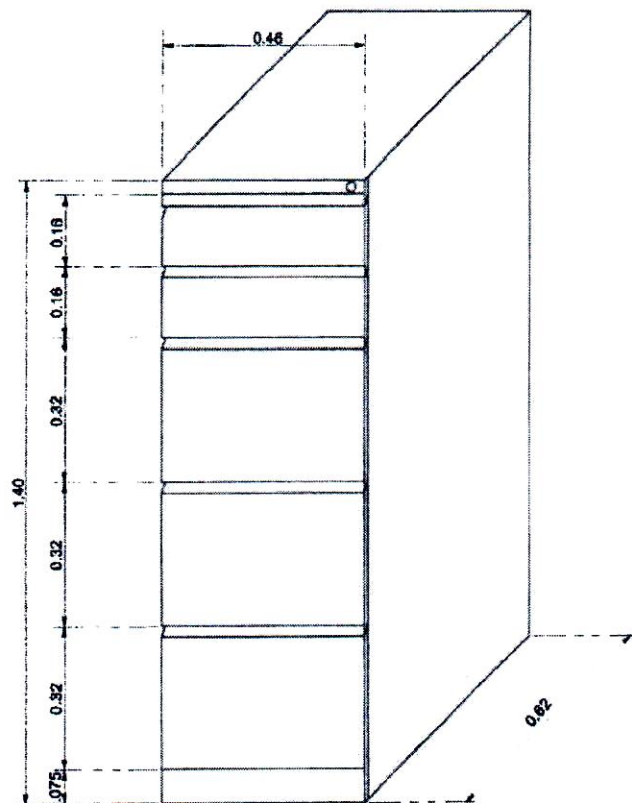


### **4-Drawer Vertical Filing Cabinet**

**Materials:** cold-rolled steel plate gauge #20  
**Finish:** Powder coated as anti-rust protection  
**Features:** Recessed handle, centralized locking system with black plastic divider per drawer  
**Color:** Light Gray  
**Dimensions:** 460 mm (W) x 620 mm (D) x 1325 mm (H);  
Size tolerance ( $\pm 25.4$ mm in either direction)  
*Note: Design should be the same or similar as the attached photo in Exhibit 7*

### **Technical Specifications**

W. J. [Signature]



### 5-Drawer Vertical Filing Cabinet

**Materials:** cold-rolled steel plate gauge #20  
**Finish:** Powder coated as anti-rust protection  
**Features:** Recessed handle, centralized locking system with black plastic divider per drawer (no plastic divider for small drawers)  
**Color:** Light Gray  
**Dimensions:** 460 mm (W) x 620 mm (D) x 1400 mm (H);  
 Size tolerance ( $\pm 25.4$ mm in either direction)  
*Note: Design should be the same or similar as the attached photo in Exhibit 8*

### Technical Specifications