



Development Bank of the Philippines

REQUEST FOR QUOTATION

Date

Sir/Madame:

Please quote your lowest price on the item as specified below with an approved budget of P 300,000.00 and submit your quotation signed by your representative not later than **October 21, 2024**.

Thank you.

FROM:

SIGNED

MARC JONELL A. LEBRILLO
ADMINISTRATIVE ASSISTANT

CONDITIONS OF THE CONTRACT:

1. Quotation shall include fees, taxes, and other charges.
2. Please enclose the requested quotation in a sealed envelope and submit the same, on this address: DBP Kidapawan Branch, Quezon Boulevard cor Jose P. Laurel St., Kidapawan City or send via e-mail kidapawan@dbp.ph on or before **October 21, 2024**.
3. The supplier shall ensure that the products delivered are in accordance with the specifications required by DBP. DBP has the right to reject items not according to the required specifications / model.
4. DBP may terminate / cancel the PO when the Supplier/ Contractor fails to deliver, perform and comply with its obligation as required for in the contract.
5. Delivery Period: The Contractor shall complete the renovation/repair project within forty five (45) calendar days after receipt of the NTP/PO.
6. Point of Delivery: DBP Kidapawan Branch, Quezon Boulevard cor Jose P. Laurel St., Kidapawan City
7. DBP reserves the right to reject any and all quotations, to waive any defect in them and to award to the bidder whose price quotation is deemed most advantageous to the Bank.

PAYMENT:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. Billing Statement / Statement of Account, Certification of Completion / Acceptance). Issuance of manager's check will be the mode of payment and payment processing will be a maximum of 30 days or as indicated in the Purchase Order.
2. For every day delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

OTHER REQUIREMENTS:

Interested Suppliers/Contractors must submit the documentary requirements indicated in the approved Scope of Works prior to the awarding of contract or issuance of Notice of Award (NOA).

For any queries, please feel free to contact the following:

1. SM Lani A. Castaniaga, Branch Head, Tel. No. (064) 577- 1450
2. Marc Jonell A. Lebrillo, Branch's Point Person, Tel. No. (064) 577- 1450

ITEM QTY	UNIT	DESCRIPTION	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
1	LOT	Repair/Renovation of Clients' Restroom at DBP Kidapawan Branch	300,000.00		
		(in compliance with attached Scope of Works)			

COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
CONTACT NUMBER: _____
SIGNATURE: _____