



# 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 PHP 660,000.00 and submit your quotation signed by your representative not later than December 4, 2024.

Thank you.

FROM:

**SIGNED**

CAMILLE MARIANNE M. DELOS REYES  
RBAC-SM Secretariat

### 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: 2nd Floor, DBP Building, C.M. Recto Street, Davao City or send via e-mail [sm-bbg@dbp.ph](mailto:sm-bbg@dbp.ph) on or before **December 4, 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 Supplier shall deliver the items within forty-five (45) calendar days after receipt of the NTP/PO.
6. Point of Delivery: see attached approved Technical Specifications
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 Technical Specifications prior to the awarding of contract or issuance of Notice of Award (NOA)

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

1. Camille Marianne M. Delos Reyes, (082) 221-2620, 09684179882

ITEM QTY	UNIT	DESCRIPTION	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
1	UNIT	SUPPLY AND DELIVERY OF VARIOUS FILING CABINETS FOR DBP BBG-SOUTHERN MINDANAO			
		4-Drawer Lateral Filing Cabinet - 24 UNITS	480,000.00		
		Swing Type Door Cabinet - 8 UNITS	160,000.00		
		Metal/Steel Locker (12-door) - 1 UNIT	20,000.00		
		<i>(in compliance with the attached technical specifications)</i>			

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
CONTACT NUMBER: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_