



## **REQUEST FOR QUOTATION**

### **Supply and Delivery of Painting Materials**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CFMD-24-00542  
Date of Posting/Canvass : 12/05/2024  
Deadline of Submission : 12/10/2024 (10:00 AM)  
Approved Budget for the Contract (ABC) : ₱238,448.50

**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) and indicate the Brand name of the items being offered to verify compliance with DBP requirements;
- 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; and
- Signed DBP Request for Quotation Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page)

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

**EDWARD M. RAZON / [pimd-pu-capexteam@dbp.ph](mailto: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.*

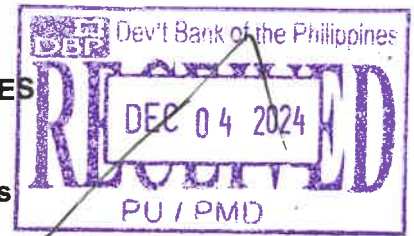
**Name of Company/Supplier:** \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Signature over Printed Name*

# DEVELOPMENT BANK OF THE PHILIPPINES

## TERMS OF REFERENCE Supply and Delivery of Painting Materials



- I. **Approved Budget for the Contract:(ABC) P238,448.50**(inclusive of VAT/applicable taxes and other charges)

Painting Materials			
Item and Technical Specifications	Quantity	Unit Cost	Total Cost
<b>Lacquer Primer Surfacer, White</b>  Lacquer type Nitrocellulose based for wood In Gallon	40 Gallons	923.00	36,920.00 ✓
<b>Gloss Lacquer Enamel</b>  Lacquer type Color: White Principal uses: For interior sealed wood Finish: Gloss In Gallon	40 Gallons	958.00	38320.00 ✓
<b>Lacquer Thinner</b>  Lacquer type Nitrocellulose based In Gallon	48 Gallons	528.00	25,344.00 ✓
<b>Epoxy Primer</b>  Paint finish: Gloss Color: Gray In Gallon	28 Gallons	948.00	26,544.00 ✓
<b>Reducer/Thinner for Epoxy Paint</b>  Paint finish: Gloss In Gallon	24 Gallons	621.00	14,904.00 ✓
<b>Lacquer Flo</b>  Lacquer type Nitrocellulose based In Gallon	24 Gallons	759.00	18,216.00 ✓
<b>Lacquer Sanding Sealer</b>  Lacquer type Nitrocellulose-based sealer for wood surfaces In Gallon	32 Gallons	743.00	23,776.00 ✓
<b>Wood Stain (Oak)</b>  Oil based For wood surfaces such as cabinets, furnitures, etc. In Gallon	8 Gallons	552.00	4,416.00 ✓

Conformed by:

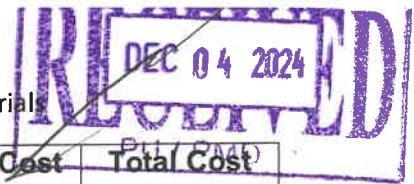
Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

TERMS OF REFERENCE-Supply and Delivery of Painting Materials



Item and Technical Specifications	Quantity	Unit Cost	Total Cost
<b>Paint Thinner</b> Oil based In Gallon	12 Gallons	485.00	5,820.00
<b>Paint Brush #4</b> Width : 4 inches Oil Based	30 pcs	36.20	1,086.00
<b>Paint Brush #3</b> Width : 3 inches Oil Based	30 pcs	26.10	783.00
<b>Paint Brush #2</b> Width : 2 inches Oil Based	30 pcs	9.65	289.50
<b>Paint Brush #1</b> Width : 1 inch Oil Based	30 pcs	4.80	144.00
<b>Steel Brush</b> Wooden Handle Straight and Black Wire Five (5) Lines	20 pcs	30.00	600.00
<b>Roof Paint Baguio Green</b> Water based Color: Baguio Green Paint type: Concrete In Tins ( 4 Gallons)	5 Tins	2,775.00	13,875.00
<b>Roof Paint Pacific Blue</b> Water based Color: Pacific Blue Paint type: Concrete In Tins ( 4 Gallons)	5 Tins	2,539.00	12,695.00
<b>Paint Roller, 4 inches Length (cloth type)</b>	30 pcs	25.20	756.00
<b>Wood Do Putty</b> Lacquer type Nitrocellulose based In Gallon	20 Gallons	698.00	13,960.00
<b>Grand Total</b>		<b>238,448.50</b>	

Conformed by:

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

TERMS OF REFERENCE-Supply and Delivery of Painting Materials



Note:

- To be procured as one (1) Lot.
- Project shall be awarded to the Supplier with the lowest total offer subject to the condition that the offer amount shall not exceed the set ABC per item.
- The Brand and Model (if applicable), Technical Specifications, Unit Cost, Total Cost, should be indicated in the proposal/quotation for evaluation of compliance with the DBP technical specifications.

**II. Other Requirements**

1. All expenses to be incurred during delivery/shipment of the Goods to DBP Head Office, Makati City shall be borne by the supplier.
2. The supplier shall supply products which are packaged in recyclable material.
3. Must not contain mercury, lead, calcium, hexa-valent chromium, barium, antimony, as well as tributyltin and triphenyltin (applicable for Painting Materials only except Paint Brush, Steel brush and Paint Roller). If above substance exist in the product as purifies or contaminant, their total weight must be less than 0.1% of the product.

**III. Conditions of the Contract:**

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP.
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 receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Building, Basement, Receiving Station of the Inventory Management Unit-Procurement and Inventory Mngt. Dept. (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
5. **Warranty:** No Warranty

**IV. Payment:**

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

**V. Documentary Requirements:**

Interested Supplier/s must submit the following:

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

Conformed by:

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

TERMS OF REFERENCE-Supply and Delivery of Painting Materials

Prepared by:

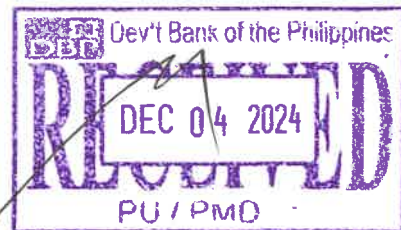
**SIGNED**

**ENG'R. MARK CHRISTAN C. SEGURITAN**  
RMU-CFMD

Approved by:

**SIGNED**

**AM EDWIN C. DIZON**  
Concurrent OIC, CFMD  
Per Sector Order No. 3683 dated 11/28/24



**Conformed by:**

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_