



REQUEST FOR QUOTATION

Supply and Delivery of Painting Materials

Procuring Entity : DBP Head Office
Solicitation Number : P-COMMONWEAL-24-00015
Date of Posting/Canvass : 12/14/2024
Deadline of Submission : 12/17/2024 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱58,642.00

Kindly refer to the attached Terms of Reference for details and other conditions.

Please be guided by the following:

- 1. To be procured as one (1) lot.**
- 2. 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.**
- 3. The Brand and Model (if applicable), Technical Specifications, Unit Cot, Total Cost, should be indicated in the proposal/quotation for evaluation of compliance with the DBP technical specifications.**
4. All entries in the proposal/quotation must be typewritten.
5. 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.
6. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
7. 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.
8. No down-payment or advanced payment.
9. 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 / 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: _____

Signature over Printed Name

Date: _____

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE
Supply and Delivery of Painting Materials

- I. **Approved Budget for the Contract: ₱ 58,642.00** (inclusive of VAT/applicable taxes)

Item and Technical Specifications	Quantity	Unit Cost	Total Cost
Paint, Flat Latex Water based Color: White Paint surface type: Concrete Paint finish: Solid In Tins (4 Gallons)	9 Tins	3,335.00	30,015.00
Paint, Gloss Latex Water based Color: White Paint surface type: Concrete Paint finish: Solid In Tins (4 Gallons)	6 tins	3,850.00	23,100.00
Paint Brush, 3"	30 Pieces	58.00	1,740.00
Skim Coat Color: White 20 Kilos/Bag	2 Bags	700.00	1,400.00
Sandpaper Grit #100	5 Meters	203.00	1,015.00
Paint Roller, 4 inches Length (cloth type)	8 Pieces	65.00	520.00
Paint Roller, 6 inches Length (cloth type)	12 Pieces	71.00	852.00
Total	58,642 .00		

Note:

- 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. Sales Invoice and Delivery Receipt in the name of DBP duly signed, with the date of the receipt indicated shall be delivered at DBP Commonwealth Branch Building.
2. Upon receipt of check payment, winning Bidder shall issue Official Receipt to acknowledge receipt of payment and shall be delivered at DBP Head Office, Makati City.
3. All expenses to be incurred during delivery/shipment of the Goods to DBP Commonwealth Building, Quezon City shall be borne by the supplier.
4. The supplier shall supply products which are packaged in recyclable material.
5. Must not contain mercury, lead, calcium, hexa-valent chromium, barium, antimony, as well as tributyltin and triphenyltin (applicable for Painting Supplies

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

TECHNICAL SPECIFICATION-Supply and Delivery of Painting Supplies and Materials

only). If above substance exist in the product as i,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. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications/model.
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 ten (10) calendar days after receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Commonwealth Building, Commonwealth Ave., Diliman Quezon 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)

Recommending Approval:


SIGNED
AM ROY R. SALLAN
Branch Services Officer

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____


SIGNED
SAVP JEANETTE S. QUILIT
Branch Head