



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Imaging Unit

Procuring Entity : DBP Head Office
Solicitation Number : P-ICTSD-24-00557
Date of Posting/Canvass : 12/3/2024
Deadline of Submission : 12/9/2024 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 201,500.00

Item	Quantity	Unit Cost	Total Cost
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.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

Documentary Requirements:

- Proposal/Quotation with brochure/data sheet for the brand/item being offered to prove compliance to the required technical specifications [using supplier's letterhead];
- Proof of PhilGEPS Registration;
- 2024 Mayor's/Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate (for supplier under partnership/corporation); and
- Signed Request for Quotation (RFQ);

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

MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636

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

**TERMS OF REFERENCE**

Supply and Delivery of Imaging Unit

I. Approved Budget for the Contract: ₱201,500.00 (Inclusive of VAT/applicable taxes)

Item and Minimum Technical Specifications	Quantity	Unit Cost	Total Cost
1. Imaging unit (40,000 yield value)			
Part No.: 55B0ZA0 Print Technology: Black & White Laser Printer Imaging Unit Estimated Yield: Up to: 40000 pages, based on 3 average letter/A4-size pages per print job and ~ 5% coverage1	6 pcs	₱6,500.00	₱39,000.00
2. Imaging unit (60,000 yield value)			
Part No.: 56F0Z00 Print Technology: Black & White Laser Printer Imaging Unit Estimated Yield: Up to: 60000 pages, based on 3 average letter/A4-size pages per print job and ~ 5% coverage2	25 pcs	₱6,500.00	₱162,500.00

II. Delivery Period

The supplier shall deliver the items within thirty (30) calendar days after receipt of Notice to Proceed (NTP).

III. Delivery Site

DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit - Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City, Philippines.

IV. Other Requirements:

1. The Supplier shall ensure that the item/s delivered are in accordance with the specification as 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.
2. The DBP may terminate /cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.

CONFORME:

 Company Name

 Name & Signature

 Date

V. Payment

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g Billing Statement/Statement of Account, as applicable) and issuance of Certificate of Acceptance by the end-user.
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 item/s 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.

VII. Interested Supplier/s must submit the following:

- a. Proposal/Quotation with brochure/data sheet for the brand/item being offered to prove compliance to the required technical specifications
- b. Proof of PhilGEPS Registration
- c. 2024 Mayor's/Business Permit
- d. Signed Request for Quotation (RFQ)
- e. Omnibus Sworn Statement
- f. Secretary's Certificate (for supplier under partnership/corporation)

Recommended by:

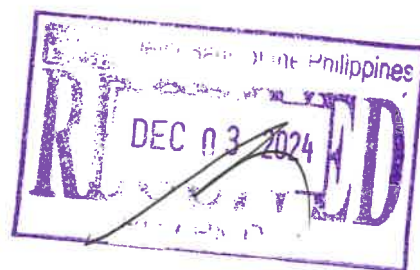
SIGNED

AM Angelito V. Mortiz Jr.
Acting Head, Technical Support Unit

Approved by:

SIGNED.

SAVP Anabelle M. Estrella
Head, Technical Support Services Department



CONFORME:

Company Name

Name & Signature

Date