



REQUEST FOR QUOTATION

Supply and Delivery of One (1) Lot of Refill of Fire Extinguishers

Procuring Entity : DBP Head Office
Solicitation Number : P-COMMONWEAL-25-00002
Date of Posting/Canvass : 04/24/2025
Deadline of Submission : 04/28/2025 (04:00 PM)
Approved Budget for the Contract (ABC) : ₱229,500.00

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) indicating the scope of work/technical specifications to prove compliance with the required DBP requirement;
- Proof of PhilGEPS Registration;
- Valid/Updated (2025) Mayor's/Business permit;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);
- Accomplished and Signed DBP Privacy Consent Form (with date, name and signature of Supplier's Authorized Representative);
- Copy of Certificate issued by the Bureau of Philippine Standard or copy of the downloaded list of PS Licensee from DTI/BPS website which includes the brand/model of the **FIRE EXTINGUISHER** being offered;
- Material Safety Data Sheet (MSDS) for Epoxy and De-clogger Liquid Solution; and
- Product Brochure for the refill of fire extinguisher

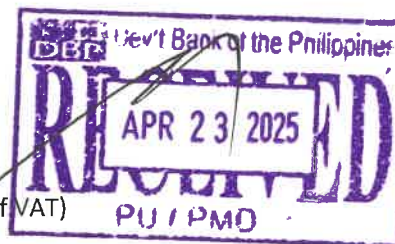
For submission of proposal and any inquiry, you may contact the following personnel:

EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



TERMS OF REFERENCE
Supply and Delivery of one (1) Lot of Refill of Fire Extinguishers

I. **Approved Budget for the Contract** : Php 229,500.00 (inclusive of VAT)

II. **Scope of Work/Technical Specification**

1. Refill the existing fire extinguisher of the following branches:

Item No.	DBP BRANCH	SPECIFICATION	QTY	Unit Cost (Php)	Total Cost (Php)	Delivery Address
1	Antipolo	10 LBS HFC 236FA	5	4,500.00	22,500.00	JMK Bldg., Circumferential Road Cr. P. Oliveros St., Antipolo City <i>DBP Antipolo Branch</i>
2	Caloocan	10 LBS HFC 236FA	5	4,500.00	22,500.00	Units 913-914, G/F C-Cube, 8 th St., 8 th Avenue., Caloocan City <i>DBP Caloocan Branch</i>
3	Mandaluyong	10 LBS HFC 236FA	8	4,500.00	36,000.00	Jo-Cel Building, 29 San Roque Street corner Boni Avenue, Mandaluyong City <i>DBP Mandaluyong Branch</i>
4	Marikina	10 LBS HFC 236FA	6	4,500.00	27,000.00	No. 37 WRCC Bldg., Cor Dragon and Gil Fernando Ave. Midtown Subdivision, San Roque, Marikina City <i>DBP Marikina Branch</i>
5	Muntinlupa	10 LBS HFC 236FA	7	4,500.00	31,500.00	Unit 101 G/F Admiralty Realty Corp., 1101

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



(02) 818-9511



info@dbp.ph



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						Madrigal Business Park, Alabang-Zapote Road DBP Muntinlupa Branch
6	Pasay	10 LBS HFC 236FA	8	4,500.00	36,000.00	Centro Buendia Building, Sen. Gil J. Puyat Avenue corner Tramo Street Pasay City DBP Pasay Branch
7	Pasig	10 LBS HFC 236FA	4	4,500.00	18,000.00	Unit 102 Pacific Center Bldg., 33 San Miguel Avenue Ortigas Avenue, Pasig City DBP Pasig Branch
8	Taguig	20 LBS HFC 236FA	4	9,000.00	36,000.00	Ground Floor, Unit 5 Trade and Financial Tower, 7 th Ave. corner 32 nd St., Bonifacio Global City, Taguig City DBP Taguig City

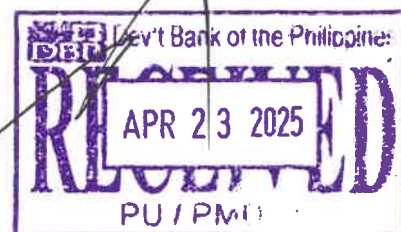
Note: To be procured as one (1) Lot; Project shall be awarded to the Supplier with the lowest total offer amount subject to the condition that the offer amount shall not exceed the set ABC per item.

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P229,500.00

1.1. Other Requirements:

- The Supplier shall pick-up the empty cylinder and delivers the refilled cylinder to the concerned DBP Branches.
- Hydro static testing and resetting of gauge
- De-rusting, repainting, recharging and re-conditioning
- Provide service units upon pick-up of cylinders
- Replacement of defective gauge
- Replace discharged hose
- Valve gasket replacement



2. Specification of Fire Extinguisher for Refill

Rated for Class A, B and C fires suited for both industrial and commercial establishments for protection needs. It does not damage sensitive and irreplaceable materials and facilities.

Agent Type	HFC 236FA	HFC 236FA
Capacity	10 lbs	20 lbs
Height	minimum 17 inches	minimum 22 inches
Diameter	minimum 5 inches	Minimum 6.5 inches

Conformed by:


Company: _____

Signature over

Printed Name: _____

Date: _____

Pressure	195 psi	195 psi
Range	12-15 feet	12-15 feet
Discharge Time (approximately)	minimum of 13 seconds	minimum of 13 seconds
DTI / Bureau for Product Standard (BPS) Approved	Yes	Yes



III. Conditions of the Contract

1. Delivery Period
The Supplier shall perform the Scope of Works within Fifteen (15) calendar days after the receipt of Notice to Proceed.
2. 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 items delivered are found to be defective and not in accordance with the required specifications.
3. The DBP may terminate/cancel the Purchase Order (PO) if the Supplier fails to deliver, perform and comply with its obligation.

IV. Warranty

1. Five-year warranty upon final acceptance of the project: 5 years for the chemical of refilled fire extinguisher. The warranty is free of charge and it will be extended until the supplier completed the replacement of the same chemical/repair of the containers.
2. Cost of transportation and technicians per diem shall also be to the account of the supplier.
3. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the Supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace the defective item or parts thereof, without additional cost to the Bank.

V. Payment

1. Payment shall be processed after completion of delivery and subject to submission of the complete documents for payment (such as Invoice, Billing Statement /Statement of Account), 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.

VI. Documentary Requirements to submit to DBP

1. 2025 Mayor's / Business Permit
2. Proof of PhilGeps Registration
3. Quotation / Proposal
4. Omnibus Sworn Statement
5. Secretary Certificate (for supplier under partnership/corporation)
6. Signed DBP Data Privacy Consent Form
7. Copy of Certificate issued by the Bureau of Philippine Standard or copy of the downloaded list of PS Licensee from the DTI/BPS website which includes the branch/model of the Fire Extinguisher being offered.
8. Material Safety Data Sheet (MSDS) for the chemical
9. Product Brochure for the refill of fire extinguisher

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____

Supply and Delivery of One (1) Lot of Refill
of Fire Extinguishers

Prepared by

SIGNED
Manuel Carlo L. Joaquin
Admin. Specialist

Recommended by

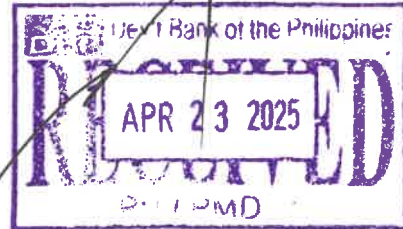
SIGNED
Mgr. Marynell R. Porcioncula **SIGNED**
Technical Assistant – BBG MM

Concurred by

SIGNED
Engr. Edwin C. Dizon
Head, CFMD - RMU

Approved by

SIGNED
VP Lea K. Santos
Head, BBG Metro Manila



Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



Name of Project	Supply and Delivery of One (1) Lot of Refill of Fire Extinguishers
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I, _____, (Address) _____,
(Contact Number) _____, (Email Address) _____ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**¹ and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

Signature over Printed Name

Date Signed

ADDITIONAL INFORMATION

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: info@dbp.ph.

¹**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.