



Development Bank of the Philippines

REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of 1 Lot Linear Tape Open (LTO) 7 & 8 Cartridges

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-DCMD-25-00196
Date of Posting/Canvass	:	05/02/2025
Deadline of Submission	:	05/08/2025 (10:00AM)
Approved Budget for the Contract (ABC)	:	₱ 1,367,132.00

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

Documentary Requirements:

- Signed Formal Quotation/Proposal [using supplier's letterhead];
- Proof of PhilGEPS Registration;
- 2025 Mayor's/Business Permit;
- Omnibus Sworn Statement [10 statements] *(For ABC's above P50k)*;
- Secretary's Certificate (for supplier under partnership/corporation);
- Latest Income/Business Tax Return; and
- Signed DBP Data Privacy Consent Form;
- Current and Valid Certificate of Resellership or Distributorship issued to the supplier.
If the supplier is not a direct partner/reseller/distributor of the manufacturing company, the supplier must submit a corresponding Certificate linking them to the manufacturing company of the brand being offered;
- Technical Data Sheet/Brochure of the brand being offered for LTO 7 & 8 Cartridges

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

Name of Company/Supplier: _____

Authorized Signatory: _____ Date: _____

Signature over Printed Name

DEVELOPMENT BANK OF THE PHILIPPINES
TERMS OF REFERENCE



**ONE (1) LOT SUPPLY AND DELIVERY OF LINEAR TAPE OPEN (LTO) 7 & 8
CARTRIDGES**

I. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is PHP 1,367,132.00 (Inclusive of VAT/Applicable taxes/and other charges).

II. REQUIREMENTS

The project shall cover the supply and delivery of LTO cartridge consist of the following:

Items	Qty	Unit Price	Total Amount
LTO Ultrium 7 with Barcode	234 pcs	PHP 3,898.00	PHP 912,132.00
LTO Ultrium 8 with Barcode	100 pcs	PHP 4,550.00	PHP 455,000.00
Total:	334 pcs		PHP 1,367,132.00

III. TECHNICAL SPECIFICATION:

1. LTO Ultrium 8 with Barcode

Capacity(Native/Compressed)	12.0 TB (30 TB)
Tape Thickness	5.6 micron
Tape Length	960 m
Cartridge Dimensions (L x W x H)	102 x 105.4 x 21.5mm

2. LTO Ultrium 7 with Barcode

Capacity(Native/Compressed)	6.0 TB (15 TB)
Tape Thickness	5.6 micron
Tape Length	960 m
Cartridge Dimensions (L x W x H)	102 x 105.4 x 21.5mm

IV. CONDITIONS OF THE CONTRACT:

The supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. The DBP has the right to reject delivery if items delivered are defective and not in accordance with the required specifications.

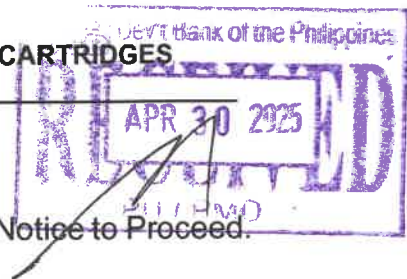
CONFORME:

Company Name

Name & Signature

Date

Handwritten signatures and initials.



V. DELIVERY PERIOD

Within sixty (60) calendar days upon receipt of Purchase Order/Notice to Proceed.

VI. DELIVERY SITE

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

VII. ACCEPTANCE

Prior to the issuance of the DBP's Certificate of Acceptance, the supplier must ensure that the delivered items are complete and should submit a delivery receipt.

Upon delivery, the items must be delivered with the following:

- The LTO tapes must be free from physical damage, such as cracks, dents, or deformities that could affect its performance or integrity.
- The LTO tapes must be properly sealed.
- The LTO Tapes shall meet the capacity requirement (as shown on the label) as specified in Item III.

VIII. WARRANTY/RETENTION

Warranty security shall be required from the supplier for a minimum period of one (1) year, after complete delivery and acceptance by DBP. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%), or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, after consumption thereof: Provided, however, that the goods delivered are free from patent and latent defects and all the conditions imposed under the Purchase Order/Contract have been fully met.

IX. PAYMENT TERMS

1. Payment shall be processed after completion of delivery and subject to submission of complete documents such as:
 - a. Delivery Receipt
 - b. Invoice/Billing Statement
 - c. Certificate of Acceptance/Completion
2. For every day of delay, 1/10 of 1% (0.001) of the price of the 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.

CONFORME:

Company Name

Name & Signature

Date

X. DOCUMENTARY REQUIREMENTS:

Interested supplier/s must submit the following:

1. Proposal/Quotation
2. Proof of PhilGEPS registration
3. 2025 Mayor's Business Permit
4. Omnibus Sworn Statement
5. Secretary's Certificate (For supplier under partnership/corporation)
6. Signed Data Privacy Consent Form
7. Current and valid certificate of resellership or distributorship issued to the supplier. If the supplier is not a direct partner/ reseller/ distributor of the manufacturing company, the supplier must submit a corresponding certificate linking them to the manufacturing company of the brand being offered.
8. Technical data sheet/Brochure of the brand being offered for LTO 7 & 8 cartridges
9. Latest Income Tax Return(ITR)

CONFORME:

Company Name

Name & Signature

Date



Recommended by the Technical Working Group:

SIGNED

DANILO M. REAÑO

Member

Data Center Management Department

SIGNED

JONATHAN L. GUARIN

Member

Applications Dev. Management Department

SIGNED

SAVP ANABELLE M. ESTRELLA

Member

Technical Support Services Department

SIGNED

MGR MELITON M. MANALILI

Vice Chairperson

Data Center Management Department

SIGNED

MGR. JACKLEEN G. RAMOS

Chairperson

Data Center Management Department

APPROVED BY:

SIGNED

VP PATRICIA T. ROQUE

The Head, IT Operations Group

