



## **REQUEST FOR QUOTATION**

### **Supply and Delivery of Paper Shredders**

Procuring Entity : DBP Head Office  
Solicitation Number : P-PIMD-25-00281  
Date of Posting/Canvass : 06/04/2025  
Deadline of Submission : 06/09/2025 (10:00 AM)  
Approved Budget for the Contract (ABC) : ₱1,836,000.00

**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) with brochure or data sheet for the brand and model being offered to prove compliance with the required technical specifications;
- 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;
- 2024 Annual Income Tax Return (ITR) – BIR Form 1702-RT (For ABC's above P500K);
- 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)
- Certification from the manufacturer or authorized distributor that the brand/model being offered will be supported with after-sales service, including availability of parts and technical support, for a minimum period of five (5) years from the date of delivery.

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**

DEVELOPMENT BANK OF THE PHILIPPINES (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value Procurement

Supply and Delivery of Paper Shredders



- I. **Approved Budget for the Contract: ₱ 1,836,000.00** (inclusive of VAT/applicable taxes & other charges).

| Particulars                    | Quantity | Unit Cost   | Total Cost            |
|--------------------------------|----------|-------------|-----------------------|
| Paper Shredder – 40L Capacity  | 38 units | ₱ 42,000.00 | ₱ 1,596,000.00        |
| Paper Shredder – 100L Capacity | 3 units  | 80,000.00   | 240,000.00            |
| <b>TOTAL</b>                   |          |             | <b>₱ 1,836,000.00</b> |

Note: Supplier may submit a quotation for one or both items.

II. **Minimum Technical Specifications Unless Otherwise Specified:**

| Technical Specifications                                                    | Paper Shredder    |                    |
|-----------------------------------------------------------------------------|-------------------|--------------------|
|                                                                             | 40 Liter Capacity | 100 Liter Capacity |
| Cutting Type                                                                | Cross cut         | Cross cut          |
| Cutting Speed                                                               | 2.5m/min          | 4.5m/min           |
| Entry Width                                                                 | 220mm             | 260mm              |
| Bin Capacity                                                                | 40 Liters         | 100 Liters         |
| Automatic Paper Feeder                                                      | ✓                 | ✓                  |
| Automatic Reverse Function                                                  | ✓                 | ✓                  |
| Automatic motor cut-out when waste box is full or door is open.             | ✓                 | ✓                  |
| Automatic motor cut-out after 30 minutes without use.                       | ✓                 | ✓                  |
| With swivel castors, 2 of which with lockable brakes for secure positioning | ✓                 | ✓                  |

III. **Conditions of the Contract:**

- 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.
- The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
- The Supplier shall provide on-site staff who will conduct the orientation/training with the Repairs and Maintenance Unit, CFMD staff for the operation and maintenance of the paper shredder units after delivery.
- Delivery Period:** The Supplier shall deliver the items within fifteen (15) calendar days after receipt of Notice to Proceed (NTP).
- Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Mngt. Dept. (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.

Conformed by:

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

Signature over

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

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

**IV. Warranty and Retention:**

1. At least one (1) year warranty on parts and services.
2. The Supplier warrants that the Goods supplied under the Contract are new, unused and free from defects.
3. The obligation of the warranty shall be covered by a retention money equivalent to 3% of the total contract price. The retention money shall only be released one (1) year after completion of delivery. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

**V. Payment:**

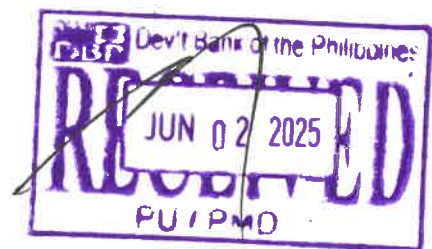
1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g., Invoice/Billing Statement, Certificate of Completion/Acceptance, proof of conducted on-site orientation/training, etc.).
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

**VI. Requirements for Interested Suppliers:**

1. Proposal/Quotation with brochure or data sheet for the brand and model being offered to prove compliance with the required technical specifications.
2. Certification from the manufacturer or authorized distributor that the brand/model being offered will be supported with after-sales service, including availability of parts and technical support, for a minimum period of five (5) years from the date of delivery.
3. Proof of PhilGEPS Registration
4. 2025 Mayor's/Business Permit
5. Omnibus Sworn Statement
6. Secretary's Certificate (For supplier under partnership/corporation)
7. 2024 Annual Income Tax Return (ITR)
8. Signed DBP Data Privacy Consent Form

Prepared by:

**SIGNED**  
**MELBA V. BERMUDEZ**  
General Supplies Team, PU-PIMD



Conformed by:

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

Signature over

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

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

Recommended by:

**SIGNED**  
**SM RAYMOND Q. CHANYONGCO**  
Head, PU-PIMD

Approved by:

**SIGNED**  
**VP FE B. DELA CRUZ**  
Head, PIMD



|                        |                                        |
|------------------------|----------------------------------------|
| <b>Name of Project</b> | Supply and Delivery of Paper Shredders |
|------------------------|----------------------------------------|

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**<sup>1</sup> 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](mailto:info@dbp.ph).

<sup>1</sup>**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.