



REQUEST FOR QUOTATION

Supply and Delivery of Multi-Function Printer

Procuring Entity : DBP Head Office
Solicitation Number : P-ICTSD-25-00374
Date of Posting/Canvass : 07/17/2025
Deadline of Submission : 07/21/2025 (04:00 PM)
Approved Budget for the Contract (ABC) : ₱766,500.00

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) with brochure/data sheet for the brand being offered to prove compliance to 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;
- 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)

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

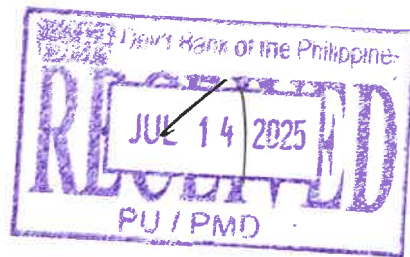
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Supply and Delivery of Seventy (70) Units Multi-Function Printer



- I. **Approved Budget for the Contract (ABC): ₱766,500.00 @ ~~₱10,950.00~~** (Inclusive of VAT/applicable taxes and other charges)

II. **Technical Specifications:**

Particular	Minimum Specifications
Print	
Printer Type	Inkjet
Maximum Print Resolution	Up to 1,200 dpi x 6,000 dpi
Paper Size	A4, Letter, Legal, Folio, Executive, A5, A6, Photo(10x15cm/4x6"), Photo-L(9x13cm/3.5x5"), Photo-2L(13x18cm/5x7"), Indexcard(13x20cm/5x8"), Com-10, DL Envelope, Monarch, C5 Envelope
Copy	
Resolution	Up to 1200 x 1800 dpi
Enlarge/ Reduce	25% to 400% in increments of 1%
Scan	
Resolution - Scanner Glass	Up to 1200 x 2400 dpi
Resolution - Interpolated	Up to 19200x19200 dpi
Paper Handling	
Media Type (Standard Tray)	Plain, Inkjet, Glossy(cast/resin), Recycled
Paper Input (Standard Tray)	150 sheets (80 g/m ² , plain paper)
Media Type (Manual Feed Slot)	Plain, Inkjet, Glossy(cast/resin), Recycled
Paper Input (Manual Feed Slot)	1 sheet
Paper Output	Up to 50 sheets
Inclusions	Initial consumables (Black,Cyan,Magenta,Yellow)

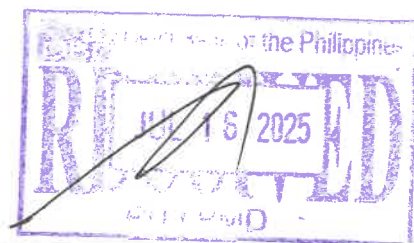
Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



III. Delivery Period

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

IV. 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.

V. Warranty and Retention

1. The Supplier warrants that the items supplied under the contract are free from defects, new, unused and based on the approved DBP Technical Specifications.
2. Warranty: Thirty Thousand (30,000) pages or two (2) years warranty, whichever comes first on parts and services upon receipt of the units by DBP.
3. The obligation of the warranty shall be covered by a retention money equivalent to 5% of the total contract price. The retention money will be released one (1) year after issuance of Certificate of Acceptance. Provided, however, that the units delivered are free from patent and latent defects and all conditions imposed under the contract have been fully met.
4. 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 Goods or parts thereof, without additional cost to the Bank.

VI. Other Requirements:

1. The supplier shall submit a copy of downloaded power/energy efficiency certificate or brochure/data sheet indicating at least 7.0 Energy Star compliance.
2. 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 are found to be defective and not according to 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.
4. Packaging must use recyclable materials.

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____

Terms of Reference

Supply and Delivery of Seventy (70) Units Multi-Function Printer

VII. Payment

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

VIII. Interested Supplier/s must submit the following:

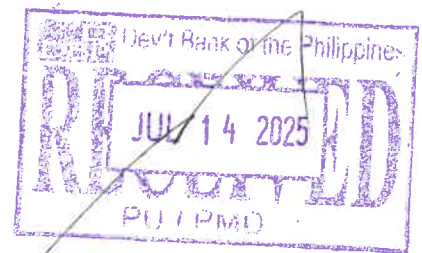
1. Proposal/Quotation with brochure/data sheet for the brand/item being offered to prove compliance to the required technical specifications
2. Proof of PhilGEPS Registration
3. 2025 Mayor's/Business Permit
4. Signed DBP Data Privacy Consent Form
5. Omnibus Sworn Statement
6. Secretary's Certificate (for supplier under partnership/corporation)
7. Latest Income/Business Tax Return

Recommended by:

SIGNED

SM Angelito V. Mortiz Jr

Head, Technical Support Unit



Approved by:

SIGNED

SAVP Anabelle M. Estrella

Head, Technical Support Services Department

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



Name of Project	Supply and Delivery of Multi-Function Printer
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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.