



REQUEST FOR QUOTATION

Supply, Delivery, Installation, Testing and Commissioning of One (1) Unit Single-Color Offset Machine

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-25-00353
Date of Posting/Canvass : 07/15/2025
Deadline of Submission : 07/18/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱880,00.00

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 brand and model; with brochure or data sheet for the item 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 (CY 2023) (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); and
- **Certification of Authorized Distributorship and with Authorized Service Center in NCR**

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

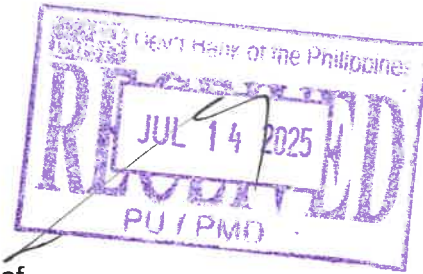
EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply, Delivery, Installation, Testing and Commissioning of
One (1) Unit Single-Color Offset Machine



- I. **Approved Budget for the Contract (ABC):** **P 880,000.00** (VAT Inclusive/Applicable Taxes and other charges)

II. Technical Specifications:

SPECIFICATION	DATA
Paper Size	Maximum of 470 x 365 mm
Printing Size	Minimum of 450 x 345 mm
Printing Speed	6,000-8,000 p/h
Plate Size	470 x 395 x 0.15 mm
Blanket size	470 x 420 x 1.95 mm
Paper Weight	28-250 g/m ²
Ink Rollers Quantity	10 pcs (2 form ink rollers)
Dampening Rollers Quantity	4 pcs (1 form dampening rollers)
Registering Mechanism	Roller Type Side Lay
Electrical Data	Main motor: 1kW/220 Volts Pump motor: 0.55kW/220 Volts
Machine Size	Maximum of 1760 x 935 x 1340 mm
Weight	560/660 kgs

III. Conditions of the Contract:

- Delivery Period:** The Supplier shall deliver the item within Forty-five (45) calendar days after receipt of Notice to Proceed (NTP).
- Point of Delivery:** DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit- Procurement and Inventory Management Department (IMU-PIMD) Sen. Gil Puyat Avenue cor. Makati Avenue, Makati City.
- The Supplier shall ensure that the item delivered is in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered is found to be defective and not in accordance with the required specification.
- The DBP may terminate/cancel the PO when the Supplier fails to deliver, perform and comply with its obligation as required.
- The Supplier shall provide on-site staff who will conduct the orientation/training with the CFMD staff for the operation and maintenance of the machine within 3 days after the delivery.

IV. Warranty and Retention:

- The machine is warranted against manufacturing defects. All mechanical and electrical/electronic components shall be free from defects in materials and workmanship for a period of one (1) year from the date of invoice and installation. This warranty also includes the completion of orientation and

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

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training for CFMD staff on the proper operation and maintenance of the equipment. One (1) year free warranty service during office hours.

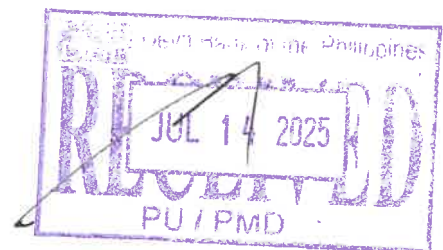
2. The Supplier warrants that the Goods supplied under the Contract are new, unused and free from defects.
3. The obligation of the warranty shall be covered by a retention money equivalent to three percent (3%) of the total contract price. The retention money shall be released three (3) months after completion of delivery while the remaining warranty period shall be covered by a paper warranty. Provided, however that the item/s delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
4. DBP shall promptly inform the Supplier in writing of any claims arising under the 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 subject to complete documents for payment (e.g. Invoice, Billing Statement/Statement of Account, Certificate of Completion/Acceptance, as applicable)
2. For every day of delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment in the case Supplier fails to deliver the items on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of P.O., the DBP may rescind or terminate the contract, without prejudice to the other courses of action and remedies open to it.

VI. Interested Supplier/s must submit the following:

- 1) Proposal/Quotation
- 2) ~~Brochures~~ and data sheet for the brand and model of the Single-Colored Offset Machine being offered.
- 3) Proof of PhilGEPS Registration
- 4) 2025 Mayor's /Business Permit
- 5) Secretary's Certificate (for supplier under partnership/corporation)
- 6) Omnibus Sworn Statement
- 7) Latest Income/Business Tax Return
- 8) Signed DBP Data Privacy Consent Form
- 9) Certification of Authorized Distributorship and with Authorized Service Center in NCR



Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

Supply, Delivery, Installation, Testing and Commissioning of One (1) Unit Single-Color Offset Machine

Prepared by:

SIGNED

JOANNA MAE A. TANOPO

Property and Facilities Specialist, JAST-GSU, CFMD

Recommended by:

SIGNED

EMMA B. CASTRO

Acting Head, JAST - GSU, CFMD

(Per Office Order No. 458 dated 19 November 2024)

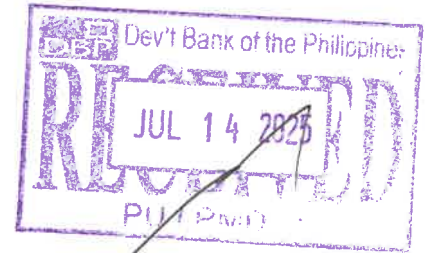
Approved by:

SIGNED

SM ALBERTO SANTIAGO A. BERMEJO

Concurrent OIC, Construction and Facilities Management Department

(Per Office Order No. 458 dated 19 November 2024)



Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



Name of Project	Supply, Delivery, Installation, Testing and Commissioning of One (1) Unit Single-Color Offset Machine
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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.