



DEVELOPMENT BANK OF THE PHILIPPINES

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



## REQUEST FOR QUOTATION

The Development Bank of the Philippines (DBP), through its Northern Luzon – Regional Bids and Awards Committee (RBAC), will undertake a Small Value Procurement for the **“Supply, Delivery and Installation of Chairs, Tables and Cabinets for BBG-Northern Luzon and ward branches (1 Lot)”** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the project/activity/program are as follows:

Name of Project	:	<b>Supply, Delivery and Installation of Chairs, Tables and Cabinets for BBG-Northern Luzon and ward branches (1 Lot)</b>
Delivery Address	:	<b>Refer to Scope of Works</b>
Approved Budget for the Contract	:	<b>One Million Two Hundred Twenty-Nine Thousand Five Hundred Forty One Pesos (P1,229,541.00)</b>
Payment Terms	:	<b>One time, full payment shall be issued upon completion of all works</b>
Technical Specifications	:	<b>See attached Annex “A”</b>
Delivery Period	:	<b>Sixty (60) calendar days after receipt of Notice to Proceed (NTP).</b>

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) **on or before 3:00 P.M. of July 31, 2025**. Open quotations may be submitted manually at 2/F DBP Building, Lower Session Road, Baguio City, Benguet or through email address [nlbg@dbp.ph](mailto:nlbg@dbp.ph).

The project shall be awarded to the proponent determined to have submitted the Single or Lowest Calculated and Responsive Quotation. The proponent with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the following documents before award of the project:

1. 2025 Mayor’s / Business Permit;
2. PhilGEPS Registration Certificate;
3. Omnibus Sworn Statement
4. Secretary Certificate (for Supplier under Partnership/Corporation)
5. Data Privacy Consent Form

For inquiry, you may contact Mgr. Nicely Wyn A. Pagulayan, BAC Secretariat, at Telephone No. (02) 8818-9511 loc. 1567

Signed

**MARIA DOLORES C. GUEVARA**

First Vice President  
Head of Procuring Entity



(02) 8818-9511



[info@dbp.ph](mailto:info@dbp.ph)



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P.O. Box 1996, Makati Central Post Office 1200  
Makati City



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**PROJECT : SUPPLY, DELIVERY AND INSTALLATION OF CHAIRS, TABLES AND CABINETS**  
**LOCATION : BBG-NORTHERN LUZON WARD BRANCHES**  
**SUBJECT : SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS**

#### I. APPROVED BUDGET OF THE CONTRACT

**IN PESOS: One Million Two Hundred Twenty-Nine Thousand Five Hundred Forty One (P1,229,541.00)**  
**INCLUSIVE OF ALL APPLICABLE TAXES**

Description	Total Quantity
Supply, Delivery and Installation of Chairs, Tables and Cabinets for BBG – Northern Luzon and ward branches	1 Lot

#### II. TECHNICAL SPECIFICATIONS:

See attached Annex A

#### III. CONDITIONS OF THE CONTRACT:

##### 1. Delivery Address:

Branch	Address	Item Description	Quantity
Aparri	DBP Bldg., Maharlika Highway, Macamaya District Aparri, Cagayan	Mid Back Chair	3
		Visitors Chair	5
Bangui	Legislative Bldg., Brgy. San Lorenzo, Bangui, Ilocos Norte	Visitors Chair	4
BBG-OH	Enrile Boulevard Carig Sur, Tuguegarao City, Cagayan	Filing Cabinet, 4-Drawer, Vertical	2
Cabarroguis	G/F, Provincial Capitol Commercial Bldg, Capitol Hills, San Marcos, Cabarroguis, Quirino	Clerical Chair	2
		Filing Cabinet, 4-Drawer, Vertical	4
		Mid Back Chair	6
		Visitor's Chair	4
Cauayan	Ground Floor, STP Building, Rizal Avenue Extension, District II (Centro Poblacion), Cauayan City, Isabela	Filing Cabinet, 4-Drawer, Vertical	2
		Mid Back Chair	2
		Teller's Chair	2
		Visitor's Chair	6
Dagupan	M. H. del Pilar St., Dagupan City, Pangasinan	Clerical Chair	13
		Gang Chair	6
		High Back Chair	1

		Mid Back Chair	1
		Visitor's Chair	2
Ilagan	G/F, DBP Bldg., Maharlika Highway cor. Arranz Street, Osmeña, City, Ilagan, Isabela	Filing Cabinet, 4-Drawer, Vertical	5
		Mid Back Chair	4
		Visitor's Chair	3
Lal-lo	Solomon Hotel Building, Brgy. Magapit, Lal-lo, Cagayan	Filing Cabinet, 4-Drawer, Lateral	2
Pozorrubio BLU	G/F Pozorrubio Community Building, Brgy. Cablong, Pozorrubio, Pangasinan	Filing Cabinet, 3-Drawer, Lateral	1
SFLU	Lueco Bldg I, Brgy. Sevilla, San Fernando, La Union	Filing Cabinet, 4-Drawer, Vertical	1
		High Back Chair	1
		Visitor's Chair	10
Santiago	Purok 7, Maharlika Highway, Villasis, Santiago City, Isabela	High Back Chair	1
		Mid Back Chair	8
		Visitor's Chair	10
		Filing Cabinet, 4-Drawer, Vertical	3
Tabuk	DBP Building, Provincial Road, Dagupan Centro, Tabuk City, Kalinga	Filing Cabinet, 4-Drawer, Vertical	15
Tuguegarao	Enrile Boulevard Carig Sur, Tuguegarao City, Cagayan	Filing Cabinet, 4-Drawer, Vertical	10
Urdaneta	G/F Magic Mall Annex, Alexander St., Poblacion, Urdaneta City, Pangasinan	Clerical Chair	1
Vigan	L. Florentino St., Vigan City, Ilocos Sur	Swing Type Door Cabinet	4

2. **Delivery Period:** The delivery schedule shall be completed within **sixty (60) calendar days** from receipt of the Purchase Order / Notice to Proceed.

Certificate of Acceptance (COA) shall be issued upon delivery and assembly / installation of all goods.

### 3. Delay in the Supplier's Performance

- Delivery of the goods and/or performance of services shall be made by the supplier in accordance with the schedule prescribed in Section III.2 Delivery Period.
- If at any time during the performance of this Contract, the supplier should encounter conditions impeding timely delivery of the goods and/or services performance of services, the supplier shall promptly notify DBP in writing of the fact of the delay, it's likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, DBP shall evaluate the situation and may extend the supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of contract.
- A delay by the supplier in the performance of its obligations shall render the supplier liable for the imposition of liquidated damages, unless an extension of time is agreed upon without the application of liquidated damages.

#### **4. Liquidated Damages**

If the supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the services within the period(s) specified inclusive of duly granted time extensions if any, the DBP shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the contract price, as liquidated damages, the applicable rate of the on tenth (1/10) of one(1) percent of the cost of delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DBP.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the DBP shall rescind the contract, without prejudice to other courses of action and remedies open to it.

#### **5. Warranty**

- a. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials, except when the technical specifications required by DBP provide otherwise.
- b. The supplier further warrants that all goods supplied under this contract shall have no defects, arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of the goods supplied in the conditions prevailing in the place of destination.
- c. To ensure that manufacturing defects shall be corrected by the supplier, a warranty shall be required from the supplier for a minimum period of one (1) year. The obligation for the warranty shall be covered by, at the supplier's option, either retention money in an amount equivalent to at least five percent (5%) of the final payment, or a special bank guarantee equivalent to at least five percent (5%) of the contract price or other such amount if so specified. The said amounts shall only be released after the lapse of the warranty period of one (1) year; provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- d. 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 cost to the Bank.
- e. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the Bank may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the Bank may have against the supplier under the contract and under applicable law.
- f. The supplier shall shoulder the insurance coverage while un transit until the goods are delivered to the destination.

#### **6. Payment**

One-time, full payment shall be issued upon complete delivery of the items. Payment shall be credited to the supplier's deposit account with DBP. If the supplier does not have an account with DBP, Manager's Check shall be issued for the payment.

## **7. Incidental Services**

The supplier is required to provide all the following services, including additional services, if any:

- a. Performance or supervision of on-site assembly and/or start-up of the supplied goods;
- b. Furnishing of tools required for assembly and/or maintenance of the supplied goods; and
- c. Performance or supervision or maintenance and/or repair of the supplied goods, for a period agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract.

## **8. Packaging**

The supplier shall provide appropriate packaging of the goods as required to prevent their damage or deterioration during transit to the destination, as indicated in this contract.

- a. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.
- b. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the goods' destination and the absence of heavy handling facilities at all points in transit.

## **IV. DOCUMENTARY REQUIREMENTS:**

Interested Supplier/s must submit the following documents:

- a. Signed Price Quotation Form
- b. Proposal / Brochures / Pictures including technical specifications of the goods to be supplied
- c. Proof of PhilGEPS Registration
- d. 2025 Mayor's / Business Permit
- e. Omnibus Sworn Statement
- f. Secretary Certificate (for Supplier under Partnership/Corporation)
- g. Data Privacy Consent Form

Approved:



Signed


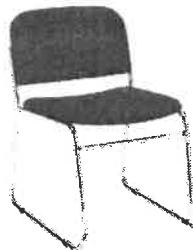

**MARIA DOLORES C. GUEVARA**  
First Vice President  
Head, BBG – Northern Luzon

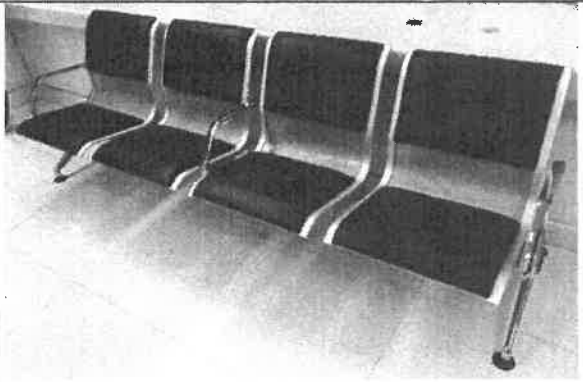
## Supply and Delivery of Various Chairs, Cabinets and Tables

### TECHNICAL SPECIFICATIONS

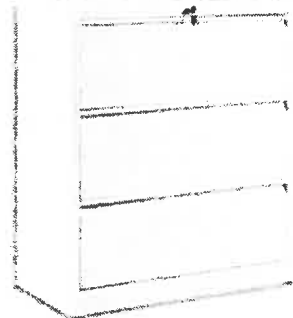
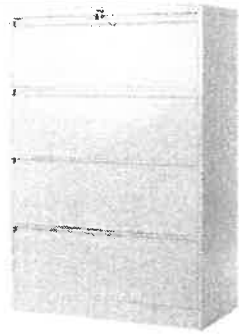
#### Various Chairs

Item/ Description	Specifications	Design should be the same or similar per photo below
1. High back Chair	<p><b>Headrest</b> - 0.9mm black nylon mesh circular pattern hole in curved/molded polypropylene frame and adjustable height.  <b>Measurement</b> – 279.4mm width x 152.4mm height</p> <p><b>Backrest</b> - 0.9mm black nylon mesh circular pattern hole in curved/molded polypropylene frame and adjustable height. Tension knob for comfort adjustment.  <b>Measurement</b> – 469.9mm width x 635mm height</p> <p><b>Lumbar Support</b>: 0.9mm black nylon mesh circular pattern hole in curved/molded polypropylene frame and adjustable height.  <b>Measurement</b> – 254mm width x 101.6mm height x 38.1mm foam thickness</p> <p><b>Seatrest</b>-0.6mm black polyester fabric in curved/molded injected foam and wood support. Adjustable seat height  <b>Measurement</b>: 508mm width x 508mm height with 71.12mm foam thickness</p> <p><b>Armrest</b>: Black-silver nylon padded curved/molded in polypropylene frame and adjustable height.  <b>Measurement</b> – 101.6mm width x 254mm height with 25.4mm pads thickness</p> <p><b>Base</b>: Aluminum star base (chrome finish) with polypropylene twin wheel caster.  <b>Measurement</b> – 685.8mm width End to End</p> <p><b>Weight Capacity</b>: min. of 112 kgs  <b>Size Tolerance</b> ±25.4mm in either direction</p>	
2. Mid back Chair	<p><b>Fabric moulded foam-cushion</b> upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism</p> <p><b>Color</b>: Twilight Blue</p> <p><b>Dimensions</b>:</p> <ul style="list-style-type: none"> <li>- Seat: minimum of 500 mm x 470 mm</li> <li>- Backrest: minimum of 550 mm x 500 mm</li> <li>- Height: minimum of 901 mm (adjustable)</li> <li>- Size Tolerance ± 25.4 mm in either direction</li> </ul> <p><b>Weight Capacity</b>: min. of 112 kgs</p>	



Item/ Description	Specifications	Design should be the same or similar per photo below
3. Clerical Chair	<p><b>Fabric moulded foam-cushion</b> upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.</p> <p><b>Color:</b> Twilight Blue</p> <p><b>Dimensions:</b></p> <ul style="list-style-type: none"> <li>- Seat: minimum of 500mm x 450mm</li> <li>- Backrest: minimum of 450mm x 500mm</li> <li>- Height: minimum of 800mm (adjustable)</li> <li>- Size Tolerance <math>\pm 25.4</math> mm in either direction</li> </ul> <p><b>Weight Capacity:</b> min. of 112 kgs</p>	
4. Visitor's Chair	<p><b>Fabric moulded foam-cushion</b> upholstered seat and backrest; <b>without armrest</b>; gauge 18 steel with 5/8" round-tubular construction chrome finish (sled type leg) and poly floor glides</p> <p><b>Color:</b> Twilight Blue</p> <p><b>Dimensions:</b> minimum of 584 mm (W) x 584 mm (DD) x 762 mm (H)</p> <ul style="list-style-type: none"> <li>- Seat: minimum of 420mm x 420mm</li> <li>- Foam Thickness: 1.5 inches</li> <li>- Size Tolerance <math>\pm 25.4</math> mm in either direction</li> </ul> <p><b>Weight Capacity:</b> min. of 112 kgs</p>	
5. Teller's Chair	<p><b>Fabric moulded foam-cushion</b> upholstered seat and backrest; gas lift; without armrest; tilting/swivel mechanism; five legged with foot ring; fixed base</p> <p><b>Color:</b> Blue</p> <p><b>Dimension:</b></p> <ul style="list-style-type: none"> <li>- Seat: minimum of 480mm x 450mm</li> <li>- Backrest: minimum of 470mm x 450mm</li> <li>- Height: minimum of 950mm (adjustable height)</li> </ul>	

Item/ Description	Specifications	Design should be the same or similar per photo below
6. Gang Chair (4-seater)	<b>Leatherette moulded foam cushion</b> upholstered backrest and seat; with armrest and steel frame legs Dimension: 2,250 mm (W) x 630 mm x 800 mm (approximate) Color: Blue leatherette and matte silver for the steel base	

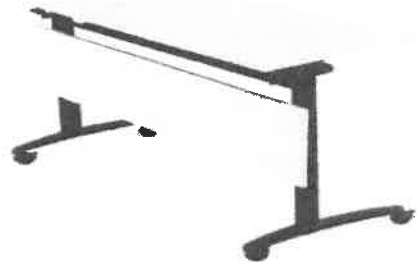
#### Various Cabinets

Item/ Description	Specifications	Design should be the same or similar per photo below
1. 3-Drawer Lateral Filing Cabinet	Materials: Cold-rolled steel plate gauge #20 Finish: Powder coated as anti-rust protection Features: Recessed handle, centralized locking system with black plastic divider per drawer Color: Light Gray Dimensions: 900 mm (W) x 450 mm (D) x 1060 mm (H); Size tolerance ( $\pm 25.4$ mm in either direction)	
2. 4-Drawer Lateral Filing Cabinet	Materials: cold-rolled steel plate gauge #20 Finish: Powder coated as anti-rust protection Features: Recessed handle, centralized locking system with black plastic divider per drawer Color: Light Gray Dimensions: 900 mm (W) x 450 mm (D) x 1320 mm (H); Size tolerance ( $\pm 25.4$ mm in either direction)	

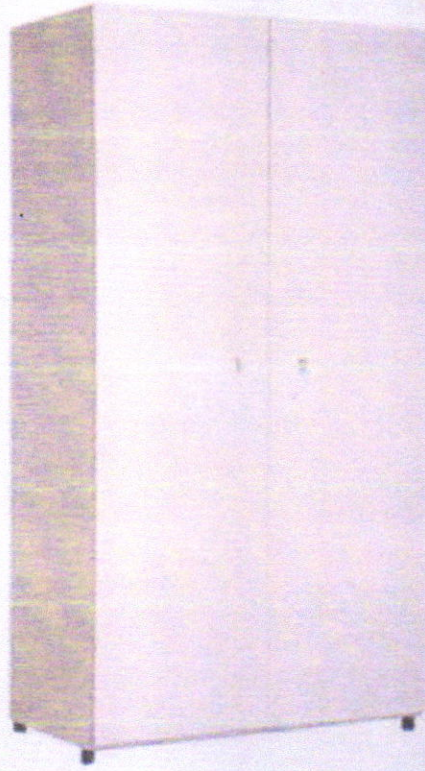


Item/ Description	Specifications	Design should be the same or similar per photo below
3. 4-Drawer Vertical Filing Cabinet	<p>Materials: cold-rolled steel plate gauge #20</p> <p>Finish: Powder coated as anti-rust protection</p> <p>Features: Recessed handle, centralized locking system with black plastic divider per drawer</p> <p>Color: Light Gray</p> <p>Dimensions: 460 mm (W) x 620 mm (D) x 1325 mm (H);</p> <p>Size tolerance (<math>\pm</math> 25.4mm in either direction)</p>	
4. 3-Drawer Mobile Pedestal	<p>Materials: Steel powder coated finish with casters</p> <p>Finish: Powder coated as anti-rust protection</p> <p>Features: Recessed handle with lock and keys, black plastic divider and trays</p> <p>Color: Light Gray</p> <p>Dimensions: 400 mm (W) x 560 mm (D) x 660 mm (H)</p> <p>Size tolerance (<math>\pm</math> 25.4mm in either direction)</p>	

#### Various Tables

Item/ Description	Specifications	Design should be the same or similar per photo below
1. Conference Table	<p>Foldable Table w/ Metal Leg, MDP &amp; 25mm THK.</p> <p><b>Dimension:</b> 1.80M x 0.60 M x 750HT</p>	

## Technical Specifications



### Swing Type Door Cabinet (4-Shelf)

Materials: cold-rolled steel plate gauge #20

Finish: Powder coated as anti-rust protection

Features: Flushed handle with lock and keys, 4 adjustable shelves

Color: Light Gray

Dimensions: 900 mm (W) x 450 mm (D) x 1800 mm (H);

Size tolerance ( $\pm 25.4$ mm in either direction)

*Note: Design should be the same or similar as the attached photo in Exhibit 9*



DEVELOPMENT BANK OF THE PHILIPPINES

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



## ANNEX B

### PRICE QUOTATION FORM

\_\_\_\_\_  
(Date)

#### The Regional Bids and Awards Committee

Northern Luzon

Development Bank of the Philippines

Lower Session Road, Baguio City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation and Terms of Reference, hereunder is our quotation for the items as follows:

Description	Qty	Unit	Unit Cost	Total Price
<b>Supply, Delivery and Installation of Chairs, Tables and Cabinets for BBG-Northern Luzon and ward branches</b>	<b>1</b>	<b>Lot</b>		
<b>TOTAL</b>				
<b>Amount in words</b>				

The above-quoted price is inclusive of delivery cost and applicable taxes.

\_\_\_\_\_  
Name of Company / Business

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Address of Company

\_\_\_\_\_  
Signature over printed name of Owner /  
Authorized Representative



Name of Project	
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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**<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.