



## **REQUEST FOR QUOTATION**

### **Supply and Delivery of Various Cabinets**

Procuring Entity : DBP Head Office  
Solicitation Number : P-PIMD-25-00434  
Date of Posting/Canvass : 08/21/2025  
Deadline of Submission : 08/27/2025 (04:00 PM)  
Approved Budget for the Contract (ABC) : ₱1,448,400.00

**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);
- Proof of PhilGEPS Registration;
- Valid/Updated 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); and
- Signed DBP Data Privacy Consent Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page)

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**

*Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.*

**Name of Company/Supplier:** \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_

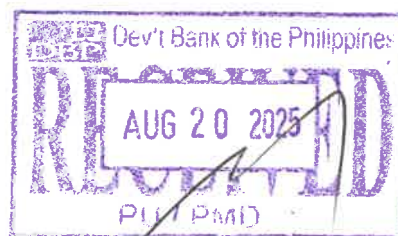
*Signature over Printed Name*

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


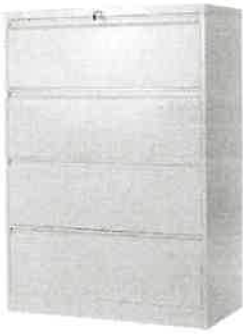

## TERMS OF REFERENCE

Mode of Procurement – Small Value

### Supply and Delivery of One (1) Lot Various Cabinets



- I. **Approved Budget for the Contract: One Million Four Hundred Forty-Eight Thousand Four Hundred (₱1,448,400.00) - Inclusive of VAT and other applicable taxes**
- II. **Technical Specifications and pictures**

Item/ Description	Qty.	Specifications	Design per Picture below	Unit Price	ABC
3-Drawer Lateral Filing Cabinet	14 pcs.	<b>Materials:</b> Cold-rolled steel plate gauge #20 <b>Finish:</b> Powder coated as anti-rust protection <b>Features:</b> Recessed handle, centralized locking system with black plastic divider per drawer <b>Color:</b> Light Gray <b>Dimensions:</b> 900 mm (W) x 450 mm (D) x 1060 mm (H) <b>Size tolerance</b> (± 25.4mm in either direction)		15,000.00	₱ 210,000.00
4-Drawer Lateral Filing Cabinet	38 pcs.	<b>Materials:</b> cold-rolled steel plate gauge #20 <b>Finish:</b> Powder coated as anti-rust protection <b>Features:</b> Recessed handle, centralized locking system with black plastic divider per drawer <b>Color:</b> Light Gray <b>Dimensions:</b> 900 mm (W) x 450 mm (D) x 1320 mm (H) <b>Size tolerance</b> (± 25.4mm in either direction)		20,000.00	760,000.00
3-Drawer Mobile Pedestal	92 pcs.	<b>Materials:</b> Steel powder coated finish with casters <b>Finish:</b> Powder coated as anti-rust protection <b>Features:</b> Recessed handle with lock and keys, black plastic divider and trays <b>Color:</b> Light Gray <b>Dimensions:</b> 400 mm (W) x 560 mm (D) x 660 mm (H) <b>Size tolerance</b> (± 25.4mm in either direction)		5,200.00	478,400.00
<b>TOTAL</b>					<b>₱ 1,448,400.00</b>

*Note: To be procured as One (1) Lot; Project shall be awarded to the Supplier with the lowest total offer subject to the condition that the offer amount shall not exceed the set ABC per item.*

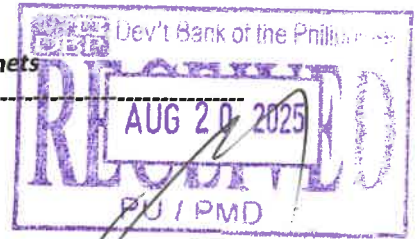
Conformed by:

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

Signature over

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

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



### III. Conditions of the Contract

1. The Winning 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 cabinets delivered were found to be defective and not in accordance with the required specifications/samples.
2. DBP may terminate/cancel the Purchase Order (PO) if/when the Winning Supplier fails to deliver, perform and comply with its obligations as stated in this Terms of Reference (TOR).
3. The Winning Supplier shall use kraft/recycled packaging material in compliance with the Bank's Green Technical Specifications.
4. The Winning Supplier is required to provide a prototype demo unit of each type of cabinet being offered prior to delivery. The prototype demo units must be submitted for approval of DBP within **fifteen (15) calendar days** upon receipt of Notice to Proceed (NTP).
5. **Point of Delivery:**
  - a) The winning Supplier shall:
    - Handle all expenses to be incurred during the delivery from their office to delivery locations specified in **Annex A**; and
    - Furnish IMU-PIMD with the duly acknowledged/signed (with printed name) Delivery Receipts (DRs).
  - b) The authorized DBP representative/s/point person/s at the delivery locations shall:
    - Inspect visually and receive the item/s based on the technical specifications and pictures; and
    - Sign/acknowledge (with printed name) the DR/s and forward to IMU-PIMD.
  - c) IMU-PIMD will coordinate with the authorized representative/s/point person/s at the delivery locations to ensure compliance with Item III.5.b.
6. **Delivery Period:** The Winning Supplier shall deliver within sixty (60) calendar days upon approval of the submitted sample/prototype of cabinets.

### IV. Warranty

1. The Winning Supplier warrants that the cabinets delivered per Terms of Reference (TOR) are new and unused.
2. Warrants to repair defective cabinets or parts within fifteen (15) calendar days and to replace defective cabinets or parts if beyond repair within seven (7) calendar days from receipt of written notice from the DBP.
3. Warrants that it shall conform strictly to the terms and conditions stipulated in this TOR.
4. Warranty period of one (1) year on services and parts/factory defect from date of acceptance, that the delivered cabinets shall have no defect arising from design, materials or workmanship or manufacturer.
5. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money or a special bank guarantee equivalent to three (3%) of the Contract Price. The said amount shall only be released after the lapse of the warranty period of one (1) year.

### V. Documentary Requirements:

Interested Supplier/s must submit all the following:

1. Signed Proposal/Quotation
2. 2025 Mayor's/Business Permit
3. Proof of PhilGEPS Registration
4. Omnibus Sworn Statement
5. Secretary's Certificate (for supplier under partnership/corporation);
6. Signed DBP Data Privacy Consent Form; and
7. VAT Returns for the last six (6) months

Conformed by:

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

Signature over

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

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

**VI. Payment:**

1. Payment shall be processed after completion of delivery subject to the submission of the complete documents for payment such as Sales Invoice, Billing Statement/Statement of Account, as applicable and Certificate of Completion and Acceptance issued by DBP.
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 Winning Supplier fails to deliver the items on time.

Prepared by:

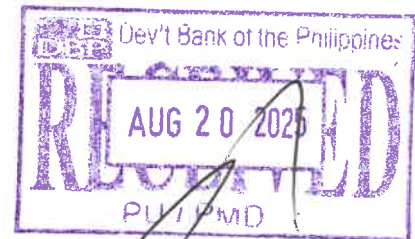
**SIGNED**

**MGR. CARMELA L. SANGALANG**  
Head, PIMD-IMU, Inventory Team

Recommended by:

**SIGNED**

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



Approved by:

**SIGNED**

**SVP RONALDO U. TEPORA**  
Concurrent OIC, Procurement & Facilities Management Group  
(Per Office Order No. 283 dated 20 June 2025)

**Conformed by:**

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

Signature over

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

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

**Supply and Delivery of Various Cabinets**  
**Point of Delivery**

ITEM (Description)	Business Unit	Qty.	Point of Delivery
<b>3-Drawer Lateral Filing Cabinet</b>	DBP Head Office	14	DBP Head Office (HO), DBP Building, Basement, Receiving Section, Inventory Management Unit-Procurement and Inventory Management Dept. (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
	<b>Total No.</b>	<b>14</b>	
<b>4-Drawer Lateral</b>	DBP Head Office	22	DBP Head Office (HO), DBP Building, Basement, Receiving Section, Inventory Management Unit-Procurement and Inventory Management Dept. (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
	Paranaque	8	Unit 14 & 15 GF, Aseana Power Station, Macapagal Blvd. cor. Bradco Ave., Paranaque City 1701
	Pasig	4	Unit 102 Pacifica Center Bldg. 33 San Miguel Ave., Ortigas Center, Pasig City 1600
	Quezon City	2	GF, Medical Arts Bldg. Phil. Heart Center of Asia East Ave., Quezon City 1104
	Manila-Nakpil	1	1804 Letecia Bldg., Julio Nakpil St. cor. Taft Ave., Malate Manila 1000
	Marikina	1	No. 37 cor. Dragon & Gil Fernando Ave., Midtown Subdivision, San Roque, Marikina City 1801
	<b>Total No.</b>	<b>38</b>	
<b>Mobile Pedestal</b>	DBP Head Office	92	DBP Head Office (HO), DBP Building, Basement, Receiving Section, Inventory Management Unit-Procurement and Inventory Management Dept. (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
	<b>Total No.</b>	<b>92</b>	

**Note: Delivery Period - within sixty (60) calendar days upon receipt of Notice to Proceed (NTP)**

**Conformed by:**

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

Signature over

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

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



Name of Project	Supply and Delivery of Various Cabinets
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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.