



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 Regional Bids and Awards Committee – Northern Luzon, will undertake a Small Value Procurement for the **“Supply and Delivery of Various Office Furniture for DBP Baguio BLU”** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 12009.

The details of the projects/activities/programs are as follows:

Name of Project:	Supply and Delivery of Various Office Furniture for DBP Baguio BLU
Location	DBP Training Complex, Romulo Drive, Baguio City
Contract Period	Twenty (20) calendar days upon signing of the Notice to Proceed
Scope of Works	See attached “Annex A” for the Scope of Works (SOW)
Approved Budget for the Contract	Fifty-Five Thousand Pesos (₱55,000.00), inclusive of all taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 5:00 P.M. of October 9, 2025. Open quotations may be submitted at DBP Baguio Branch, 1F DBP Building, Lower Session Road, Baguio City or through email address baguio@dbp.ph and axpcacho@dbp.ph

The project shall be awarded to the supplier/s determined to have submitted the single or lowest and responsive quotation. The proponent/s with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the documents noted in the Scope of Works before award of the project/contract:

For inquiry, you may contact Mgr. Ariane Xyrille P. Cacho of DBP Baguio Branch at Telephone Nos. (074) 442-5305, (074) 442-2550, (074) 442-4987.

SIGNED
MARIA DOLORES C. GUEVARA
First Vice President
Head, BBG-Northern Luzon



Annex A

PROJECT : SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURES FOR DBP BAGUIO BLU
LOCATION : ROMULO DRIVE, BAGUIO CITY, BENGUET
SUBJECT : TECHNICAL SPECIFICATIONS

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT (GOODS & SERVICES)

I. APPROVED BUDGET FOR THE CONTRACT:

FIFTY-FIVE THOUSAND PESOS - Php 55,000.00 (inclusive of VAT/applicable taxes)

II. TECHNICAL SPECIFICATIONS:

Item No.	Particulars	Quantity	Specifications
Furnishing			
	Seating		
1	Teller's chair	1 set	- Chair materials shall be fabric moulded-cushion upholstered backrest and seat, without armrest; gas lift; tilting/swivel mechanism; five (5) legged with foot ring and fixed base. - Fabric color shall be twilight blue. - Design shall be same or similar as to the photo at DBP standard booklet.
2	Visitor's chair	7 sets	- Chair shall be made of fabric molded foam-cushion upholstered seat and backrest; without arm rest; powder coated steel frame gauge 20 (sled type leg) - Fabric color shall be twilight blue. - Seat dimensions shall be minimum of 420mm x 420mm. - Backrest dimensions shall be minimum of 420mm x 250mm

			- Chair height shall be minimum of 762mm - Foam thickness shall be 1.5 inches - Size tolerance shall be +/-25.4 mm in either direction - Design shall be same or similar as to the photo at DBP standard booklet.
	Other furnishings		
3	Calendar clock	1 set	- Clock shall be digital and can be plugged in an outlet. - Background shall be black in color. - Time, date and day shall be in LED red font. - Contractor shall verify mounting height and location.

III. CONDITIONS OF THE CONTRACT:

1. 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/model.
2. The DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) when the Supplier fails to deliver, perform and comply with its obligation.
3. **Delivery Period:** The Supplier shall complete the supply and delivery of furniture within **twenty (20) calendar days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Training Complex, Romulo Drive, Baguio City, Benguet
5. **Warranty:** One (1) year warranty upon acceptance of items by DBP.

IV. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- Proposal/Quotation
- Proof of PhilGEPS Registration
- 2025 Mayor's/Business Permit
- Omnibus Sworn Statement

V. PAYMENT:

ONE-TIME, FULL PAYMENT shall be processed be after completion of the project subject to submission of following complete documents:

SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURES FOR DBP DBP BAGUIO BLU

- Project Pictures
- Invoice/Billing Statement
- Certificate of Completion/Acceptance (as applicable)

VI. LIQUIDATED DAMAGES:

The supplier, manufacturer, or distributor shall deliver the goods procured within the period as specified in the Contract.

Liquidated damages shall be imposed if any or all of the contracted Goods remain undelivered on the specified date, including the duly granted extensions.

When the supplier, manufacturer, or distributor fails to satisfactorily deliver the goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier, manufacturer, or distributor shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the Procuring Entity. The Procuring Entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due, or which may become due the supplier, manufacturer, or distributor, or collected from any securities or warranties posted by the supplier, manufacturer, or distributor, whichever is convenient to the Procuring Entity. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

If delays are likely to be incurred beyond its control, the supplier, manufacturer, or distributor shall promptly notify the Procuring Entity in writing, providing details of the causes and duration of the expected delay. The Procuring Entity may, at its discretion, grant a time extension based on meritorious grounds, with or without the imposition of liquidated damages.

Recommended by:

SIGNED

MGR. ARIANE XYRILLE P. CACHO

Head, Baguio Branch
(per latest MAA dated 2 June 2022)

Approved by:

SIGNED

FVP MARIA DOLORES C. GUEVARA

Head, BBG-Northern Luzon
(per latest MAA dated 2 June 2022)



DESCRIPTION	FABRIC MOULDED FOAM-CUSHION UPHOLSTERED SEAT AND BACK REST; WITHOUT ARM REST; GAS LIFT; TILTING/SWIVEL MECHANISM; FIVE-LEGGED WITH FOOT RING; FIXED BASE
COLOR	BLUE
NOTES	• DESIGN SHOULD BE SIMILAR AS ATTACHED PHOTO • PROVIDE BROCHURE FOR DBP APPROVAL.

TELLER'S CHAIR



We Build Possibilities.

SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURES FOR DBP BAGUIO BLU



DESCRIPTION	FABRIC MOULDED FOAM-CUSHION UPHOLSTERED SEAT AND BACK REST; WITHOUT ARM REST; GAUGE 18 STEEL WITH 5/8" ROUND-TUBULAR CONSTRUCTION CHROME FINISH (SLED TYPE LEG) AND POLY FLOOR GLIDES.
COLOR	BLUE
DIMENSIONS	MINIMUM OF 584mm (W) x 584mm (D) x 762mm (H)
SEAT	MINIMUM OF 420mm x 420mm
FOAM THICKNESS	1.5 inches
SIZE TOLERANCE	± 25.4mm IN EITHER DIRECTION
NOTES	• DESIGN SHOULD BE SIMILAR AS ATTACHED PHOTO • PROVIDE BROCHURE FOR DBP APPROVAL.

VISITOR'S CHAIR



We Build Possibilities.

CALENDARS CLOCK

- a.) Clock shall be digital and can be plugged in an outlet.
- b.) Background shall be black in color.
- c.) Time, date and day shall be in LED red font.
- d.) Contractor shall verify mounting height and location.





DEVELOPMENT BANK OF THE PHILIPPINES

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

Annex B

PRICE QUOTATION FORM

The Regional Bids and Awards Committee
Development Bank of the Philippines
Branch Banking Group – Northern Luzon
Lower Session Road
Baguio City, Benguet

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Qty	Unit	Unit Cost	Total Price
Supply and Delivery of Various Office Furniture for DBP Baguio BLU	1	lot		
Total				
Amount in Words				

The above-quoted prices are inclusive of all costs and applicable taxes.

Name of Company

Name/Signature of Representative

Contact No.



Name of Project	
-----------------	--

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.