



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, Delivery, Installation, Commissioning and Testing of Air-conditioning Units for DBP Ilagan, Isabela”** 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, Delivery, Installation, Commissioning and Testing of Air-conditioning Units for DBP Ilagan, Isabela
Location	DBP Ilagan Branch, Maharlika Highway corner Arranz St., Brgy., Osmeña, City of Ilagan, Isabela
Contract Period	Thirty (30) 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	Five Hundred Thirty Two Thousand Four Hundred One Pesos and 37/100 (P532,401.37), inclusive of all taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 5:00 PM of September 30, 2025. Open quotations may be submitted at DBP Ilagan Branch, Ground Floor, DBP Building, Brgy. Osmeña, City of Ilagan, Isabela or through email address ilagan@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** or **AM Erika Mae B. Guiquing** of DBP Ilagan Branch at Telephone No. (078) 624-2145.

SIGNED

ERIKA MAE B. GUIQUING

Assistant Manager
Head, Ilagan Branch



Annex A

PROJECT	:	SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF AIR-CONDITIONING UNITS FOR DBP ILAGAN BRANCH
LOCATION	:	MAHARLIKA HIGHWAY CORNER ARRANZ ST., BRGY., OSMEÑA, CITY OF ILAGAN, ISABELA
SUBJECT	:	TERMS OF REFERENCE
MODE OF PROCUREMENT	:	SMALL VALUE PROCUREMENT

- I. **APPROVED BUDGET FOR THE CONTRACT (ABC):** FIVE HUNDRED THIRTY-TWO THOUSAND FOUR HUNDRED ONE PESOS AND 37/100 (P532,401.37), INCLUSIVE OF ALL TAXES

II. **REQUIREMENTS**

A. **TECHNICAL SPECIFICATIONS:**

Air-conditioning Unit

Quantity	:	Four (4) units
Rating	:	4.0HP/3.0TR
Type	:	Inverter
Phasing	:	Single phase
Classification	:	Split-type

Note: Other specifications per manufacturer's standard

B. **OTHER REQUIREMENTS**

1. Supplier to provide all accessories including installation of drain (tapped to nearest discharge point); tapping of new air-conditioning system to existing power supply; and decommissioning of existing four (4) units cassette-type air-conditioning including outdoor units.
2. Supplier to strictly observe the maximum allowable refrigerant piping length to ensure optimal performance of air-conditioning system.
3. The supplier must submit shop drawings and brochures and brochures/specification sheets of devices/equipment for approval of DBP before purchase and/or installation. All items must conform with the standards implemented by the Bureau of Philippine Standards of the Department of Trade and Industry (DTI-BPS).

C. MANNER OF DELIVERY

Winning bidder shall handle freight shipments from its office to **DBP Ilagan Branch, Maharlika Highway corner Arranz St., Brgy., Osmeña, City of Ilagan, Isabela** (delivery location).

III. CONDITIONS OF THE CONTRACT

1. The supplier shall conduct inspection and submit technical specifications for approval prior to purchase of air-conditioning units.
2. 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.
3. The DBP may terminate/cancel the Purchase Order (PO/Notice to Proceed (NTP) should the supplier fail to deliver, perform and comply with its obligation.
4. **Delivery Period:** The supplier shall complete all works within **thirty (30) calendar days** after receipt of PO/NTP.

IV. PAYMENT

1. One-time, full payment shall be issued upon completion/acceptance of all works.
2. When the supplier fails to satisfactorily complete all works under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for 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 DBP following the provisions stipulated in RA 12009.

V. WARRANTY

In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of one (1) year after completion/acceptance by the procuring entity of delivered items.

VI. DOCUMENTARY REQUIREMENTS

1. Signed Quotation
2. Valid and Current Business Permit
3. Proof of PhilGEPS Registration
4. Notarized Omnibus Sworn Statement signed by owner / authorized representative.
5. For sole proprietorship, duly notarized special power of attorney, if to designate a representative.

-end-

Recommended by:

SIGNED

ROSE MARIBETH S. MANGAOANG
Branch Services Officer

Approved by:

SIGNED

AM ERIKA MAE B. GUIQUING
Head, Ilagan Branch

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING
OF AIR-CONDITIONING UNITS**

I. APPROVED BUDGET FOR THE CONTRACT

PESOS: FIVE HUNDRED THIRTY-TWO THOUSAND FOUR HUNDRED ONE AND 37/100 (₱ 532,401.37) INCLUSIVE OF ALL APPLICABLE TAXES

Description	Quantity	Amount
Supply, Delivery, Installation, Commissioning and Testing of Air-conditioning Units	1 lot	₱ 532,401.37

II. REQUIREMENTS

A. Technical Specifications

Air-conditioning Unit

Quantity	:	Four (4) units
Rating	:	4.0HP/3.0TR
Type	:	Inverter
Phasing	:	Single phase
Refrigerant Type	:	R32
Classification	:	Split-type

Note: Other specifications per manufacturer's standard.

B. Other Requirements

1. Supplier to provide all accessories including installation of drain (tapped to nearest discharge point); tapping of new air-conditioning system to existing power supply; and decommissioning of existing four (4) units cassette-type air-conditioning including outdoor units.
2. Supplier to strictly observe the maximum allowable refrigerant piping length to ensure optimal performance of the air-conditioning system.
3. The supplier must submit shop drawings and brochures/specification sheets of devices/equipment for approval by DBP before purchase and/or installation. All items must conform with the standards implemented by the Bureau of Philippine Standards of the Department of Trade and Industry (DTI-BPS).

C. Manner of Delivery

Winning bidder shall handle freight shipments from its office to **DBP Ilagan Branch, Maharlika Highway corner Arranz St., Brgy. Osmeña, Ilagan City, Isabela** (delivery location).

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING
OF AIR-CONDITIONING UNITS**

III. CONDITIONS OF THE CONTRACT

1. The supplier shall conduct inspection and submit technical specifications for DBP approval prior to purchase of air-conditioning units.
2. 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.
3. The DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) should the supplier fail to deliver, perform and comply with its obligation.
4. **Delivery Period:** The supplier shall complete all works within **thirty (30) calendar days** after receipt of PO/NTP.

IV. PAYMENT

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2. When the supplier fails to satisfactorily complete all works under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for 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 DBP following the provisions stipulated in RA 12009.

V. WARRANTY

In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of **one (1) year** after completion/acceptance by the procuring entity of the delivered items.

Recommended by:

SIGNED

ENGR. JOSE FRANCISCO E. PEREZ

SM-OIC, BPMU

(per Office Order No. 325 dtd 07/14/2025)

Approved by:

SIGNED

SAVP ALBERTO SANTIAGO A. BERMEJO

OIC, CFMD

(per Sector Order No. 513 dtd 08/20/2025)

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF AIR-CONDITIONING UNITS

Project Name
DBP ILAGAN BRANCH, MAHARLIKA HIGHWAY CORNER ARRANZ ST., BROV. OSMEÑA, ILAGAN CITY, ISABELA
Project Location

ITEM	DESCRIPTION	QTY	UNIT	ESTIMATED DIRECT COST (LABOR & MAT'L'S)	MARK-UP		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCHI	PROFIT	%	VALUE				
1	GENERAL REQUIREMENTS											
1.1	Mobilization/demobilization	1.00	lot	4,019.14	-	-	0%	0.00	200.96	200.96	4,220.10	4,220.10
1.2	Health and safety	1.00	lot	1,131.00	-	113.10	10%	113.10	62.21	175.31	1,306.31	1,306.31
										sub-total	5,526.41	
2	SITE CONDITIONS											
2.1	General cleaning/hauling of debris	1.00	lot	3,810.00	571.50	381.00	25%	952.50	238.13	1,190.63	5,000.63	5,000.63
2.2	Decommissioning of existing cassette-type air-conditioning units including outdoor units	1.00	lot	3,048.00	457.20	304.80	25%	762.00	190.50	4,000.50	4,000.50	4,000.50
2.3	Coring works and restoration of affected finishes	1.00	lot	6,095.50	914.33	609.55	25%	1,523.88	380.97	1,904.84	8,000.35	8,000.35
										sub-total	17,001.48	
3	HVAC											
3.1	Air-conditioning unit											
3.1.1	3.0TR ACQU single-phase, split-type inverter A/C unit	4.00	units	289,510.00	43,426.50	28,951.00	25%	72,377.50	18,094.38	90,471.88	379,981.88	94,995.47
3.2	Piping											
3.2.1	Refrigerant pipe (copper tube system) with insulation	1.00	lot	33,745.00	5,061.75	3,374.50	25%	8,436.25	2,109.06	10,545.31	44,290.32	44,290.32
3.2.2	A/C drain (32mm dia. PVC drainpipe) - tap to nearest discharge point	1.00	lot	6,050.00	907.50	605.00	25%	1,512.50	378.13	1,890.63	7,940.63	7,940.63
3.3	Other item or work necessary to complete the intent of the plan and specs (specify):											
3.3.1	Hanger and support	1.00	lot	3,050.00	457.50	305.00	25%	762.50	190.63	953.13	4,003.13	4,003.13
3.3.2	A/C indoor unit platform (mounting)	4.00	sets	3,048.00	457.20	304.80	25%	762.00	190.50	952.50	4,000.50	1,000.13
3.3.3	A/C outdoor unit platform (mounting)	4.00	sets	4,572.00	685.80	457.20	25%	1,143.00	285.75	1,428.75	6,000.75	1,500.19
3.3.4	Cladding for A/C drain (color: white)	1.00	lot	1,524.00	228.60	152.40	25%	381.00	95.25	476.25	2,000.25	2,000.25
3.3.5	Consumables (sealant, electrical tape and other accessories)	1.00	lot	1,905.00	-	190.50	10%	190.50	104.78	295.28	2,200.28	2,200.28
										sub-total	450,417.74	
4	ELECTRICAL											
4.1	Circuit breaker											
4.1.1	50 AT/63F, 2-Pole, MCB	4.00	units	6,096.00	914.40	609.60	25%	1,524.00	381.00	1,905.00	8,001.00	2,000.25
4.1.2	50 AT/63F, 2-Pole, MCB with NEMA-3R enclosure	4.00	units	7,620.00	1,143.00	762.00	25%	1,905.00	476.25	2,381.25	10,001.25	2,500.31
4.2	Wires and cables											
4.2.1	8mm sq. THHN stranded	2.00	boxes	11,430.00	1,714.50	1,143.00	25%	2,857.50	714.38	3,571.88	15,001.88	7,500.94
4.2.2	5.5mm sq. THHN stranded	1.00	box	5,800.00	870.00	580.00	25%	1,450.00	362.50	1,812.50	7,612.50	7,612.50
4.3	Conduits and fittings											
4.3.1	25mm dia. PVC pipe (3m/pc) including adapter and locknut	50.00	pcs	7,650.00	1,147.50	765.00	25%	1,912.50	478.13	2,390.63	10,040.63	200.81
4.3.2	PVC junction box	20.00	pcs	620.00	93.00	62.00	25%	155.00	38.75	193.75	813.75	40.69
4.3.3	Hanger and support (for conduit)	1.00	lot	3,047.75	457.16	304.78	25%	761.94	190.48	952.42	4,000.18	4,000.18
4.4	Other item or work necessary to complete the intent of the plan and specs (specify):											
4.4.1	Tapping to power supply	1.00	lot	1,150.00	172.50	115.00	25%	287.50	71.88	359.38	1,509.38	1,509.38
4.4.2	Consumables (electrical tape, tie wire, tagging, etc)	1.00	lot	2,143.00	-	214.30	10%	214.30	117.87	332.17	2,475.17	2,475.17
										sub-total	59,455.74	
										TOTAL COST	532,401.37	

Checking: Proposed ABC with 10% VO allocation

Prepared by:

Reviewed by:

Recommended by:

Approved by:

SIGNED

SIGNED

SIGNED

SIGNED

ENGR. DARWIN S. DE LEON
Property & Facilities Analyst (JO)

AR LABAN G. LONARDO
Acting Head, BOT-BPMU
(per Office Order No. 325 dtd 07/14/2025)

ENGR. JOSE FRANCISCO E. PEREZ
SM-OIC, BPMUPFMG
(per Office Order No. 325 dtd 07/14/2025)

SAYP ALBERTO SANTILLAN A. BERMEO
OIC, CFMD
(per Sector Order No. 513 dtd 08/20/2025)



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**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.