

**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, Testing and Commissioning of Air-Conditioning Units of Dagupan Branch”** 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, Testing and Commissioning of Air-Conditioning Units of Dagupan Branch
Location	DBP M.H. Del Pilar Street, Dagupan City, Pangasinan
Contract Period	Thirty (30) calendar days upon signing of the Purchas Order / Notice to Proceed
Scope of Works	See attached “Annex A” for the Terms of Reference
Approved Budget for the Contract	Six Hundred Thirty-Three Thousand Two Hundred Twelve Pesos and 31/100 (P633,212.31), 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 26, 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 Xyrrille 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

TERMS OF REFERENCE

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

I. APPROVED BUDGET FOR THE CONTRACT

PESOS: SIX HUNDRED THIRTY-THREE THOUSAND TWO HUNDRED TWELVE AND 31/100 (₱ 633,212.31) INCLUSIVE OF ALL APPLICABLE TAXES

Description	Quantity	Amount
Supply, Delivery, Installation, Testing and Commissioning of Air-Conditioning Units	1 lot	₱ 633,212.31

II. REQUIREMENTS

A. Technical Specifications

Rating	5.0TR	2.0HP
Quantity	Two (2) units	Six (6) units
Type	Split	Window
Technology	Inverter	
Phasing	Single phase	
Refrigerant Type	R32	

Note: Other specifications per manufacturer's standard.

B. Other Requirements

1. Supplier to provide all accessories including installation of fan-coil unit (FCU) drain (tapped to nearest discharge point); tapping of new air-conditioning system to existing power supply; and decommissioning of existing six (6) air-conditioning units and two (2) 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 Dagupan Branch, M. H. Del Pilar St., Dagupan City, Pangasinan** (delivery location).

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

III. CONDITIONS OF THE CONTRACT

1. The supplier shall conduct inspection and submit technical specification for DBP approval prior to procurement.
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 Contractor 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 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)

NOTE 1: THE BID DRAWINGS & THE BOQ FORMS ARE PART OF THE CONTRACT. IT IS THE RESPONSIBILITY OF THE BIDDER TO INDICATE/INCLUDE IN THIS BOQ. WORK ITEMS SHOWN IN THE BID DRAWINGS THAT ARE NOT INDICATED IN THIS BOQ. IN CASES THIS WILL NOT BE REFLECTED IN THE BOQ, WORK ITEM INDICATED IN THE BID DRAWINGS SHALL BE IMPLEMENTED AT NO ADDITIONAL COST TO DBP, AS BID DRAWINGS FORM PART OF THE CONTRACT. ADDITIONAL COST WILL ONLY BE ENDORSED IF THIS IS NOT PART OF THE BID DRAWINGS.

NOTE 2: SUBMIT ALL SAMPLES FOR APPROVAL OF THE DBP. NO PURCHASE & INSTALLATION TO BE DONE WITHOUT DBP'S APPROVAL.

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

Project Name

DBP DAGUPAN BRANCH, M. H. DEL PILAR ST. DAGUPAN CITY, PANGASINAN

Project Location

ESTIMATED COST OF PROPOSED WORK

ITEM	DESCRIPTION	QTY	UNIT	ESTIMATED DIRECT COST (LABOR & MATL'S)	MARK-UP		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	PROFIT	%	VALUE				
1	GENERAL REQUIREMENTS											
1.1	Mobilization/demobilization	1.00	lot	0.00	-	-	0%	0.00	0.00	0.00	0.00	0.00
1.2	Health and safety	1.00	lot	0.00	-	0.00	10%	0.00	0.00	0.00	0.00	0.00
1.3	Scaffolding	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
sub-total											0.00	
2	SITE CONDITIONS											
2.1	General cleaning/hauling of debris	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
2.2	Dismantling and disconnection of existing air-conditioning units											
2.2.1	5.0TR floor-mounted A/C unit	1.00	unit	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
2.2.2	3.0TR floor-mounted A/C unit	1.00	unit	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
2.2.3	2.0HP window-type A/C unit	6.00	units	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
2.3	Other item of work necessary to complete the intent of the plan and specs (specify):											
2.3.1	Coring works and restoration of affected finishes	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
sub-total											0.00	
3	HVAC											
3.1	Air-conditioning unit											
3.1.1	5.0TR ACCU, single-phase, split-type inverter, A/C unit	2.00	units	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
3.1.2	2.0HP single-phase, window-type inverter A/C unit	6.00	units	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
3.2	Piping											
3.2.1	Refrigerant pipe (copper tube system) with insulation	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
3.2.2	FCU drain (32mm dia. PVC drainpipe) - tap to nearest discharge point	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
3.3	Other item of work necessary to complete the intent of the plan and specs (specify):											
3.3.1	Hanger and support	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
3.3.2	A/C indoor unit platform (mounting)	2.00	sets	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
3.3.3	A/C outdoor unit platform (mounting)	2.00	sets	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
3.3.4	Cladding for window opening and FCU drain (color: white)	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
3.3.5	Consumables (sealant, electrical tape and other accessories)	1.00	lot	0.00	-	0.00	10%	0.00	0.00	0.00	0.00	0.00
sub-total											0.00	
4	ELECTRICAL											
4.1	Circuit breaker											
4.1.1	50 AT/63F, 2-Pole, MCB with NEMA-3R enclosure	2.00	units	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.1.2	50 AT/63F, 2-Pole, MCCB	2.00	units	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.1.3	20 AT/32F, 2-Pole, MCCB	6.00	units	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.2	Wires and cables											
4.2.1	8mm sq. THHN stranded	90.00	mts	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.2.2	3.5mm sq. THHN stranded	1.00	box	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.2.3	5.5mm sq. THHN stranded	60.00	mts	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.3	Conduits and fittings											
4.3.1	25mm dia. PVC pipe (3m/pc) including adapter and locknut	20.00	pcs	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.3.2	20mm dia. PVC pipe (3m/pc) including adapter and locknut	15.00	pcs	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.3.3	Junction box with cover	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.3.4	Hanger and support	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.4	Other item of work necessary to complete the intent of the plan and specs (specify):											
4.4.1	Tapping to power supply	1.00	lot	0.00	0.00	0.00	25%	0.00	0.00	0.00	0.00	0.00
4.4.2	Consumables (electrical tape, tie wire, tagging, etc)	1.00	lot	0.00	-	0.00	10%	0.00	0.00	0.00	0.00	0.00
sub-total											0.00	
TOTAL COST											0.00	

Prepared by: _____

Designation: _____

Date: _____



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
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, Delivery, Installation, Testing and Commissioning of Air-Conditioning Units of Dagupan Branch	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.