

**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 Airconditioning Units (4-units, 3-Tonner, Inverter, Floor-mounted)”** 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 Airconditioning Units (4-units, 3-Tonner, Inverter, Floor-mounted) for DBP Solano, Nueva Vizcaya
Location	DBP Solano Branch Bldg., Brgy. Quezon, Solano, Nueva Vizcaya
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	Four Hundred Sixty-Two Thousand Four Hundred Twenty Pesos Only (P462,420.00), 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 Solano Branch, DBP Solano Branch Bldg., Brgy. Quezon, Solano, Nueva Vizcaya or through email address [baguio@dbp.ph](mailto:baguio@dbp.ph) and [axpcacho@dbp.ph](mailto: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 Joseph P. Manabat of DBP Solano Branch at Telephone No.(078) 326 8007 or 0927 568 3952.

**SIGNED**

**ATTY. XYRUS C. LABAYOG**  
Acting Head  
DBP Solano Branch

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF  
AIRCONDITIONING UNITS (4-UNITS, 3-TONNER, INVERTER, FLOOR-MOUNTED) FOR  
DBP SOLANO, NUEVA VIZCAYA**

## **Annex A**

<b>PROJECT</b>	:	SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF AIRCONDITIONING UNITS (4-UNITS, 3-TONNER, INVERTER, FLOOR-MOUNTED) FOR DBP SOLANO, NUEVA VIZCAYA
<b>LOCATION</b>	:	DBP SOLANO BRANCH BLDG., BRGY. QUEZON, SOLANO, NUEVA VIZCAYA
<b>SUBJECT</b>	:	SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS
<b>MODE OF PROCUREMENT</b>	:	SMALL VALUE PROCUREMENT (GOODS)

- I. **APPROVED BUDGET FOR THE CONTRACT (ABC):** FOUR HUNDRED NINETY-FOUR HUNDRED SIXTY-TWO THOUSAND FOUR HUNDRED TWENTY PESOS ONLY (P462,420.00) INCLUSIVE OF VAT/APPLICABLE TAXES.

II. **SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS:**

The Contractor shall hold all obligations, duties and responsibilities necessary for the successful completion of the contract assigned to or be undertaken, including all labor, materials, equipment and services, other incidentals, i.e., bonds and insurance, contractor's all risk insurance (CARI); and furnishings thereof in accordance with the specifications and all addenda prepared by DBP.

**1. GENERAL REQUIREMENTS**

- 1.1. Delivery of air conditioning units to the specified location in good condition
- 1.2. Mobilization and demobilization
- 1.3. Site maintenance and housekeeping

**2. INSTALLATION WORKS**

- 2.1. Site Preparation
  - 2.1.1. Inspect the installation site to ensure it meets the necessary requirements
  - 2.1.2. Prepare the site by ensuring proper electrical connections and support structures
- 2.2. Mounting
  - 2.2.1. Securely mount the air conditioning units in designated locations
  - 2.2.2. Ensure units are level and stable
- 2.3. Electrical Connections
  - 2.3.1. Connect the units to the main power supply
  - 2.3.2. Ensure all electrical connections comply with safety standards
- 2.4. Refrigerant Piping
  - 2.4.1. Install and connect refrigerant piping between indoor and outdoor units
  - 2.4.2. Ensure proper insulation and sealing of piping
- 2.5. Drainage System
  - 2.5.1. Install and connect the drainage system for proper condensation removal

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF AIRCONDITIONING UNITS (4-UNITS, 3-TONNER, INVERTER, FLOOR-MOUNTED) FOR DBP SOLANO, NUEVA VIZCAYA

- 2.6. Programming and Configuration
  - 2.6.1. Program units according to specified settings (temperature, modes)
  - 2.6.2. Configure LCD display and keypad controls
- 2.7. Testing and Commissioning
  - 2.7.1. Conduct operational testing of units
  - 2.7.2. Perform cooling tests to verify capacity
  - 2.7.3. Ensure all protection features are functioning
- 2.8. Training and Handover
  - 2.8.1. Provide training to DBP personnel on operation and maintenance
  - 2.8.2. Turn over manuals and warranty documentation
- 3. POST-INSTALLATION SUPPORT**
  - 3.1. Provide warranty coverage for installed units
  - 3.2. Schedule regular maintenance checks

#### **4. TECHNICAL SPECIFICATIONS**

##### **Air Conditioning Unit – 3-Tonner, Inverter, Floor-mounted**

- 4.1. Cooling Capacity: 36,000 BTU/hr (4.0 TR)
- 4.2. Power Input: 3,300 Watts
- 4.3. Energy Efficiency Ratio (EER): 11.5
- 4.4. Power Source: 220–230V, 1Ph, 60Hz
- 4.5. Rated Current: 15A
- 4.6. Unit Dimensions (WxHxD): approx. 508 x 1830 x 267 mm
- 4.7. Unit Weight: 35.7 kg
- 4.8. Sound Level (Low): 52.0 dB(A)
- 4.9. Refrigerant: R410A
- 4.10. Compressor Type: Rotary/Scroll
- 4.11. Air Distribution: Superior air distribution with adjustable louvers
- 4.12. Filter: Easy access, washable air filter
- 4.13. Additional Features:
  - 4.14.1. Inverter technology for energy saving
  - 4.14.2. Self-diagnostic error feature
  - 4.14.4. Low-pressure protection
  - 4.14.4. Digital LCD display for settings and diagnostics
  - 4.14.5. Keypad control with LED indicators

### **III. CONDITIONS OF THE CONTRACT:**

1. The Contractor shall ensure that all air conditioning units delivered are brand new, in good working condition, and conform to the specifications required by DBP. DBP reserves the right to reject any unit found to be defective or non-compliant.
2. The Contractor shall submit a detailed construction schedule outlining all activities necessary to complete the project, including their sequence and duration.
3. The Contractor shall submit samples of materials, components, and devices (e.g., refrigerant piping, insulation, control panels) for DBP's approval prior to installation.
4. The Contractor shall designate or employ a full-time project coordinator who will oversee all on-site works and ensure compliance with the approved schedule and specifications.

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF  
AIRCONDITIONING UNITS (4-UNITS, 3-TONNER, INVERTER, FLOOR-MOUNTED) FOR  
DBP SOLANO, NUEVA VIZCAYA

5. DBP reserves the right to terminate or cancel the Purchase Order (PO) / Notice to Proceed (NTP) if the Contractor fails to deliver, perform, or comply with its contractual obligations.
6. Project Duration: The Contractor shall complete the supply, delivery, installation, commissioning, and testing of the air conditioning units within thirty (30) calendar days from receipt of the PO/NTP.
7. The Contractor shall provide a warranty of one (1) year for parts and services, and five (5) years for the compressor of the installed air conditioning units, effective upon final acceptance of the project.

#### **IV. PAYMENT:**

A one-time full payment shall be processed after the completion of the project subject to submission of the following complete documents:

- Letter of Request for Payment
- Statement of Work Accomplishment'
- Contractor's Affidavit
- Project Pictures

#### **V. LIQUIDATED DAMAGES:**

1. Once the contractor fails to satisfactorily complete the works under the contract within the specified contract duration, inclusive of duly granted time extensions, if any, the contractor shall be liable for liquidated damages in an amount equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.
2. In computing liquidated damages, the DBP shall determine the usability of the project.  
A project or a portion thereof may be deemed usable when it starts to provide the desired benefits as certified by the targeted, End-User or Implementing Units and the DBP.
3. To be entitled to liquidated damages, the DBP does not have to prove that it has incurred actual damages. The specified amount may be deducted from any funds currently due or that may become due to the contractor under the contract, in a manner deemed appropriate by DBP.
4. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. This does not, however, preclude the DBP in resorting to Termination of Contract under Section 71.4 of the IRR of R.A. 12009.

**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**

**JOSEPH P. MANABAT**  
Branch Services Officer

Approved by:

**SIGNED**

**ATTY. XYRUS C. LABAYOG**  
Acting Head, DBP Solano Branch



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, Delivery, Installation, Commissioning and Testing of Airconditioning Units (4-Units, 3-Tonner, Inverter, Floor-Mounted) for DBP Solano, Nueva Vizcaya	4	units		
<b>Total</b>				
<b>Amount in Words</b>				

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact No.

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF  
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DBP SOLANO, NUEVA VIZCAYA



<b>Name of Project</b>	
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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.

<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.