

**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 Two (2) Units 5.0TR and One (1) Unit 3.0TR, All Floor Standing Inverter Type Air Conditioners for DBP Tuguegarao 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 Two (2) Units 5.0TR and One (1) Unit 3.0TR, All Floor Standing Inverter Type Air Conditioners for DBP Tuguegarao Branch
Location	Enrile Blvd., Carig Sur, Tuguegarao City, Cagayan
Contract Period	Fifteen (15) 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 Forty Six Thousand Pesos (P446,000.00), 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 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

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF TWO (2)
UNITS 5.0TR AND ONE (1) UNIT 3.0TR, ALL FLOOR STANDING INVERTER TYPE AIR
CONDITIONERS FOR DBP TUGUEGARAO BRANCH

Annex A

PROJECT	:	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF TWO (2) UNITS 5.0TR AND ONE (1) UNIT 3.0TR, ALL FLOOR STANDING INVERTER TYPE AIR CONDITIONERS FOR DBP TUGUEGARAO BRANCH
LOCATION	:	ENRILE BLVD., CARIG SUR, TUGUEGARAO CITY, CAGAYAN
SUBJECT	:	SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS
MODE OF PROCUREMENT	:	SMALL VALUE PROCUREMENT (INFRASTRUCTURE)

I. APPROVED BUDGET FOR THE CONTRACT (ABC): FOUR HUNDRED FORTY SIX THOUSAND PESOS ONLY (P446,000.00) INCLUSIVE OF VAT/APPLICABLE TAXES.

II. TECHNICAL SPECIFICATIONS:

a. 5.0TR FLOOR STANDING INVERTER TYPE AIR CONDITIONER

Mounting	:	Floor Standing
Nominal Rating	:	5.0TR
Type	:	Inverter
Cooling Capacity (kJ/hr)	:	30,900 to 58,600
Power Consumption (watts)	:	2,000 to 5,200
Voltage (V)	:	230
Phase	:	Single-phase
Frequency (Hz)	:	60
Refrigerant Type	:	R32

b. 3.0TR FLOOR STANDING INVERTER TYPE AIR CONDITIONER

Mounting	:	Floor Standing
Nominal Rating	:	3.0TR
Type	:	Inverter
Cooling Capacity (kJ/hr)	:	14,300 to 40,000
Power Consumption (watts)	:	740 to 3,640
Voltage (V)	:	230
Phase	:	Single-phase
Frequency (Hz)	:	60
Refrigerant Type	:	R32

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF TWO (2) UNITS 5.0TR AND ONE (1) UNIT 3.0TR, ALL FLOOR STANDING INVERTER TYPE AIR CONDITIONERS FOR DBP TUGUEGARAO BRANCH

III. CONDITIONS OF THE CONTRACT/SCOPE OF WORK:

1. Supply, delivery, installation, testing and commissioning of two (2) units 5.0TR and one (1) unit 3.0TR, all floor standing inverter type Air Conditioners.
2. The supplier must conduct inspection and verification on the actual area of installation.
3. The Supplier shall hold all obligations, duties and responsibilities necessary for the successful completion of the contract assigned to be undertaken including all labor, materials, and services and other incidental activities, such as, but not limited to, mounting brackets, copper tubing, insulation, drain, hose, power cable, etc.
4. The supplier shall install a new separate Circuit Breaker (1 per unit) with enclosure to be tapped/connected to existing electrical supply of the Branch.
5. All necessary pipes, cables, supports and accessories shall be provided by the contractor to complete all requirements for operating the air conditioning units.
6. Contractor to make sure no damage will/may occur during the installation of air conditioning units and any damages take place may be charged accordingly.
7. Upon completion, the supplier shall conduct actual testing and commissioning of the air conditioning units before DBP's acceptance of the project.
8. **Delivery Period:** The Contractor shall complete the delivery, installation, testing and commissioning within fifteen (15) calendar days after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
9. **Point of Delivery:** DBP Bldg., Enrile Blvd., Carig Sur, Tuguegarao City, Cagayan
10. **Warranty:** The winning bidder shall warrant that the goods subject of the purchase order is free from latent defects which are not apparent during the inspection and testing periods. In case of any defects within the next one (1) year from delivery period and acceptance winning bidder is required to replace the defective goods with another new material/s with the same brand and model.
11. **Payment terms:** One-time, full payment shall be issued upon completion of all works.

IV. 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.

Recommended by:

Approved by:

SIGNED

ADONIS M. CATABAY
Head, Tuguegarao Branch

SIGNED

FVP MARIA DOLORES C. GUEVARA
Head, BBG-Northern Luzon

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF TWO (2) UNITS 5.0TR AND ONE (1) UNIT 3.0TR, ALL FLOOR STANDING INVERTER TYPE AIR CONDITIONERS FOR DBP TUGUEGARAO 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, Testing and Commissioning of Two (2) Units 5.0TR and One (1) Unit 3.0TR, All Floor Standing Inverter Type Air Conditioners for DBP Tuguegarao 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.

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF TWO (2)
UNITS 5.0TR AND ONE (1) UNIT 3.0TR, ALL FLOOR STANDING INVERTER TYPE AIR
CONDITIONERS FOR DBP TUGUEGARAO BRANCH



DEVELOPMENT BANK OF THE
PHILIPPINES

PRIVACY CONSENT FORM
Bids/Procurement

Name of Project	Supply, Delivery, Installation, Testing and Commissioning of Two (2) Units 5.0TR and One (1) Unit 3.0TR, All Floor Standing Inverter Type Air Conditioners for DBP Tuguegarao Branch
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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.