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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12314334
Procuring Entity DBP BRANCH BANKING GROUP - BICOL
Title SUPPLY AND DELIVERY OF FURNITURE FOR DBP VIGA BLU
Area of Delivery Catanduanes

Solicitation Number:	2025-010	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Furniture		
Approved Budget for the Contract:	PHP 134,064.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	15/08/2025
Contact Person:	Jennifer Cordial Naval Chairperson, RBAC-Bicol Panganiban Drive Naga City Camarines Sur Philippines 4400 63-02-88189511 Ext.1596 jcnaval@dbp.ph	Last Updated / Time	14/08/2025 11:56 AM
		Closing Date / Time	22/08/2025 13:03 PM

Description

PROJECT : SUPPLY AND DELIVERY OF FURNITURE FOR DBP VIGA BLU
LOCATION : G/F MUNICIPAL BLDG., D. ALCALA ST., SAN VICENTE, VIGA
CATANDUANES
SUBJECT : TECHNICAL SPECIFICATIONS

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

I. APPROVED BUDGET FOR THE CONTRACT:

ONE HUNDRED THIRTY-FOUR THOUSAND SIXTY-FOUR PESOS - Php 134,064.00 (inclusive of VAT/applicable taxes)

II. TECHNICAL SPECIFICATIONS:

Item
No. Particulars Quantity Specifications
Furnishing
Seating

1. Teller's chair

2 sets - 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. Staff Chair

1 set - Chair shall be made of fabric molded foam-cushion upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.

- Fabric color shall be twilight blue.
- Seat dimensions shall be minimum of 500mm x 450mm.
- Backrest dimensions shall be minimum of 450mm x 500mm
- Chair height shall be minimum of 800mm (adjustable)
- 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

3. 3-Seater Gang chair 1 set - Leatherette moulded foam cushion upholstered backrest and seat; 1.4 mm thickness perforated metal seats sprayed with static powder after anti rust treatment; with armrest and steel frame legs.

- Black leatherette and matte silver for the steel base
- Design shall be same or similar as to the photo at DBP standard booklet.

4. Pantry chair

2 sets - Leatherette moulded foam cushion upholstered backrest and seat; 1.4 mm thickness perforated metal seats sprayed with static powder after anti rust treatment; without armrest and backrest; 1"x1" tubular frame in powder coated finish matte silver

- Black leatherette color and 2" foam
- Seat dimensions shall be minimum of 330mm x 330mm.
- Chair height shall be minimum of 460mm
- Design shall be same or similar as to the photo at DBP standard booklet.

5. Tellers Locker 1 set - With louvers aluminum card holder, lock hasp & chrome plated handle on each door

- Dimension:
72" (H) x 36" (W) x 18" (D)
- 9 - Door Opening
Door size 20" (H) x 10" (W) with hanger rod, top 7 bottom shelf
- Color: Beige
- Design shall be same or similar as to the photo at DBP standard booklet.

6

Mobile pedestal 3 sets - Three (3) drawers, gauge #22 steel component in powder coated finish with central locking mechanism pencil tray, dividers, and ball caster for mobility.

- Dimension:
400mm (L) x 560mm (W) x 660mm (H)
- Color: Gray
- Design shall be same or similar as to the photo at DBP standard booklet.

Other furnishings

7. Calendar clock 1 set - The 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.
- Size: 20" x 7.5"

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 reserves the right to reject delivery if the item/s delivered are found to be defective or do not meet the required specifications/model.

2. DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) when if 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 thirty (30) calendar days after receipt of Purchase Order (PO) / Notice to Proceed (NTP).

4. Point of Delivery: G/F Municipal Bldg., D. Alcala St., San Vicente, Viga, Catanduanes

5. Warranty: The warranty period shall be one (1) year from the date of acceptance of the item/s by DBP.

IV. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- Proposal/Quotation

- Proof PhilGEPS Registration
- 2025 Mayor's/Business Permit
- Omnibus Sworn Statement
- Secretary Certificate (for Supplier under Partnership/Corporation)
- Signed Request for Quotation (RFQ)

V. PAYMENT:

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

- 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.

Created by Jennifer Cordial Naval

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