



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, Testing and Commissioning OF Air-Conditioning Units”** 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
Location	Provincial Capitol Commercial Building, Capitol Hills, San Marcos, Cabarroguis, Quirino
Contract Period	Thirty (30) calendar days upon signing of the Notice to Proceed
Scope of Works	See attached “Annex A” for the Terms of Reference (TOR)
Approved Budget for the Contract	Six Hundred Thirty-Three Thousand Three Hundred Seventy-One and 21/100 (P 633,371.21) inclusive of all applicable taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 5:00 PM of October 3, 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 Ms. Fredilyn D. Ferrer of DBP Cabarroguis Branch at 0917-898-5726 or 0917-700-5045.

SIGNED

ROMEO L. ROMERO
Manager
Head, Cabarroguis Branch

Annex A

PROJECT	:	Supply, Delivery, Installation, Testing and Commissioning of Air-Conditioning Units
LOCATION	:	Provincial Capitol Commercial Building, Capitol Hills, San Marcos, Cabarroguis, Quirino
SUBJECT	:	Terms of Reference
MODE OF PROCUREMENT	:	Small Value Procurement

- I. **APPROVED BUDGET FOR THE CONTRACT (ABC): SIX HUNDRED THIRTY-THREE THOUSAND THREE HUNDRED SEVENTY-ONE AND 21/100 (P 633,371.21) INCLUSIVE OF ALL APPLICABLE TAXES**

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

I. REQUIREMENTS

A. Technical Specifications — Air-conditioning Units

Rating	5.0 TR	1.5HP
Quantity	Three (3) units	One (1) unit
Type	Inverter	
Phasing	Single Phase	
Refrigerant Type	R32	
Classification	Split-Type	

Note: Other specifications per manufacturer's standard.

B. Other Requirements

- Supplier to provide all accessories including tapping of new air-conditioning system to existing power supply.
- Supplier to strictly observe the maximum allowable refrigerant piping length to ensure optimal performance of the air-conditioning system.
- 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 Cabarroguis Branch, 1st Floor, Provincial Capitol Commercial Building, Capitol Hills, San Marcos, Cabarroguis, Quirino (delivery location).

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 ensure 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.

-end-

Recommended by:

SIGNED

FREDILYN D. FERRER
Branch Services Officer

Approved by:

SIGNED

MGR. ROMEO L. ROMERO
Head, Caparoguis Branch



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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 Air-Conditioning Units	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.