



REQUEST FOR QUOTATION

Supply and Delivery of Network Laser Printer

Procuring Entity : DBP Head Office
Solicitation Number : P-ICTSD-25-00495
Date of Posting/Canvass : 09/18/2025
Deadline of Submission : 09/22/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱1,642,500.00

Kindly refer to the attached Terms of Reference for details and other conditions.

Please be guided by the following:

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.

Documentary Requirements:

- Signed Formal Quotation/Proposal (using Supplier's Letterhead) with brochure/data sheet for the brand being offered to prove compliance to the required technical specifications;
- Proof of PhilGEPS Registration;
- Valid/Updated (2025) Mayor's/Business permit;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- Annual Income Tax Return (ITR) – BIR Form 1702-RT (For ABC's above P500K);
- Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);
- Accomplished and Signed DBP Privacy Consent Form (with date, name and signature of Supplier's Authorized Representative)

For submission of proposal and any inquiry, you may contact the following personnel:

EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388



DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Supply and Delivery of Ninety (90) Units Network Laser Printer

I. **Approved Budget for the Contract (ABC): ₱1,642,500.00 @ ₱18,250.00/unit** (Inclusive of VAT/applicable taxes and other charges)

II. Technical Specifications:

PARTICULARS	MINIMUM SPECIFICATIONS
1.Print Technology	Laser
2.Print Speed	Minimum of 48 ppm
3.Processor	Minimum of 1.2GHz
4.Print Resolution	Minimum of 1200 x 1200 dpi
5.Memory	Minimum of 256MB RAM
6. 2 -sided printing	Automatic Duplex Printing
7.Paper Sizes	Minimum of A4, A5, Letter, Legal, A6, Executive
8.Paper Input Capacity	Minimum of 250 sheets paper tray Minimum of 100 sheets multipurpose tray
9.Monthly Duty Cycle	Minimum of 90,000 pages
10.Standard Interface	802.11a/n (5GHz), Gigabit Ethernet, Hi-Speed USB 2.0
11.Supplies/Consumable Yield	Minimum of 3,000 pages
12.Operating Systems Supported	Windows 10 and Windows 11
13.Power Requirements	Standard 3 prong AC 220-240V, 50/60Hz

III. Delivery Period

The supplier shall deliver the items within Seventy-Five (75) calendar days after receipt of Notice to Proceed (NTP).

IV. Delivery Site

To be delivered at designated DBP Offices as attached in Annex A.

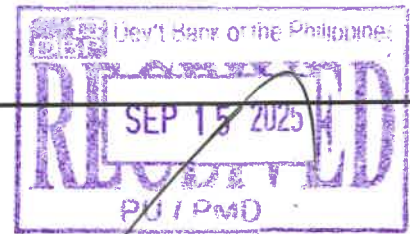
Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____

Terms of Reference

Supply and Delivery of Ninety (90) Units Network Laser Printer



V. Warranty and Retention

1. The Supplier warrants that the items supplied under the contract are free from defects, new, unused of the most recent or current model based on the approved DBP Technical Specifications.
2. Warranty: One (1) year warranty on parts and services upon receipt of units by DBP.
3. The obligation of the warranty shall be covered by a retention money equivalent to 5% of the total contract price. The retention money will be released after the lapsed of one (1) year warranty period and issuance of Certificate of Acceptance. Provided, however, that the units delivered are free from patent and latent defects and all conditions imposed under the contract have been fully met.
4. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the Supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace the defective Goods or parts thereof, without additional cost to the Bank.

VI. Other Requirements:

1. The Supplier shall ensure that the item/s delivered are in accordance with the specification as required by the DBP. DBP has the right to reject delivery if item/s delivered are found to be defective and not in accordance with the required specifications.
2. The supplier must provide one (1) bundled toner and additional one (1) toner cartridge with at least 3,000 estimated toner yield at 5% coverage per toner cartridge.
3. The DBP may terminate /cancel the Purchase Order (PO) if the Supplier fails to deliver, perform, and comply with its obligation.
4. Certification from the Manufacturer that the offered printer is still compatible with Windows 7 Operating System.

VII. Payment

1. Payment shall be processed after completion of delivery subject to submission of the complete documents for payment (e.g Invoice, Billing Statement/Statement of Account) and issuance of Certificate of Acceptance to be issued by DBP, as applicable.
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the item/s on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

Conformed by:
Company: _____

Signature over
Printed Name: _____

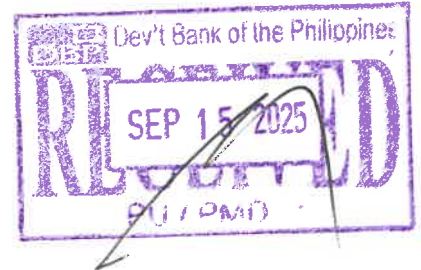
Date: _____

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VIII. Documentary Requirements

Interested Supplier/s must submit the following:

1. Proposal/Quotation with brochure/data sheet for the brand/item being offered to prove compliance to the required technical specifications
2. Proof of PhilGEPS Registration
3. 2025 Mayor's/Business Permit
4. Signed DBP Data Privacy Consent Form
5. Omnibus Sworn Statement
6. Secretary's Certificate (for supplier under partnership/corporation)
7. Latest Income/Business Tax Return



Recommended by:

(SIGNED)

SAVP Anabelle M. Estrella

Head, Technical Support Services Department

Approved by:

(SIGNED)

VP Patricia T. Roque

Head, IT Operations Group

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

Terms of Reference

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Company: _____

Signature over

Printed Name: _____

Date: _____

ANNEX A

DISTRIBUTION LIST OF NINETY (90) UNITS LASER NETWORK PRINTER

	BUSINESS UNIT	TOTAL NO. OF UNITS	BBG	ADDRESS
1	DAET BRANCH	1	BBG BICOL	DBP Daet Branch, cor. F. Pimentel Ave. and Magallanes Iraya St. Daet, Camarines Norte 4600
2	GUINOBATAN BRANCH	1	BBG BICOL	SB Building, Rizal Street, Guinobatan, Albay 4503
3	IRIGA BRANCH	1	BBG BICOL	Ground Floor, ICT Bldg., LGU Iriga City Compound, Zone 2 Bgy. Sta. Cruz Sur, Iriga City, Camarines Sur
4	MASBATE BRANCH	1	BBG BICOL	Cor. Danao & Mabini Sts. Brgy Bapor, Masbate City, Masbate 5400
5	PLACER BRANCH	1	BBG BICOL	Corner Avenida and Balangawan Streets, Poblacion, Centro, Placer, Masbate 5408
6	VIRAC BRANCH	1	BBG BICOL	Old Capitol Building Cor. Eustaquio St. & Rizal Avenue, Sta. Elena, Virac, Catanduanes 4800
7	BOGO BRANCH	1	BBG CEV	Martinez Bldg. cor. Sor D. Rubio & San Vicente Sts. Bogo City 6010
8	BORONGAN BRANCH	1	BBG CEV	E. Cinco St., Brgy. C, Borongan City, Eastern Samar 6800
9	CARCAR BRANCH	1	BBG CEV	Awayan, Poblacion III, Carcar City 6090
10	CATARMAN BRANCH	1	BBG CEV	390 J.P. Rizal St. Barangay Lapu-Lapu, Catarman, Northern Samar 6400
11	DOLORES BRANCH	1	BBG CEV	LGU Dolores Bldg., cor. Real St. & San Jose St., Brgy 10, Dolores, Eastern Samar 6817
12	MAASIN BRANCH	1	BBG CEV	RK Kangleon St. Tunga-Tunga, Maasin City, Southern Leyte 6600
13	TACLOBAN BRANCH	2	BBG CEV	Cor. Zamora & Paterno Sts. Tacloban City, Leyte 6500
14	TAGBILARAN BRANCH	1	BBG CEV	DBP Bldg. 0533 Carlos P. Garcia Ave. North Tagbilaran City 6300
15	TALISAY BRANCH	1	BBG CEV	South Coast Center, Brgy. Linao Talisay City, Cebu 6045
16	TOLEDO BRANCH	1	BBG CEV	Barcenas Bldg., Poloyapoy St., Poblacion, Toledo City 6038
17	TUBIGON BRANCH	1	BBG CEV	Holy Cross Academy Bldg., Poblacion Tubigon 6329, Bohol
18	BALER BRANCH	1	BBG CL	National Highway, Brgy. Suklayin, Baler, Aurora Province 3200
19	SAN FERNANDO, PAMPANGA BRANCH	1	BBG CL	Dona Isa Fel Bldg. Dolores Mcarthur Highway City of San Fernando, Pampanga 2000
20	SUBIC BRANCH	1	BBG CL	Unit No.109 Ground Floor Wow World Complex, Rizal Highway, Central Business District, Subic Bay Freeport Zone 2222

Terms of Reference

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Company: _____

Signature over

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Date: _____

21	VALENZUELA BRANCH	1	BBG CL	253-A McArthur Highway, Karuhatan, Valenzuela City 1441
22	ALABANG BRANCH	1	BBG MM	Unit 101 Grd Flr. Admiralty Realty Corp. 1101 Madrigal Business Park Alabang-Zapote Road 1799
23	ANTIPOLO BRANCH	1	BBG MM	JMK Bldg., Circumferential Road Cr. P. Oliveros St. Antipolo City
24	BBG MM (OH)	1	BBG MM	2nd Floor, DBP Building, Commonwealth Ave. Brgy. Old, Capitol Site, Diliman, Quezon City- 1121
25	COMMONWEALTH BRANCH	1	BBG MM	DBP Bldg., Commonwealth Ave. Diliman, Quezon City 1121
26	MAKATI BRANCH	1	BBG MM	G/F Lasala Building II, Lot 12 Block 1, F. Zobel St. Brgy. Poblacion, Makati City
27	MANILA NAKPIL BRANCH	1	BBG MM	1804 Leticia Bldg. Julio Nakpil St. cor Taft Avenue Malate, Manila
28	PARAÑAQUE BRANCH	1	BBG MM	Unit 14 & 15 G/F Aseana Power Station Macapagal Blvd cor Bradco Ave., Parañaque City
29	PASAY BRANCH	1	BBG MM	Centro Buendia Building, Sen. Gil J. Puyat Avenue corner Tramo Street Pasay City
30	TAGUIG BRANCH	1	BBG MM	Ground Floor, Trade and Financial Tower, 32nd St. Bonifacio Global City, Taguig City
31	BANGUI BRANCH	1	BBG NL	Legislative Bldg., San Lorenzo Bangui, Ilocos Norte 2920
32	CABARROGUIS BRANCH	1	BBG NL	1st Floor, Provincial Capitol Commercial Building, Capitol Hills, San Marcos, Cabarroguis, Quirino 3400
33	CABUGAO BRANCH	1	BBG NL	National Highway Rizal, Cabugao, Ilocos Sur 2372
34	ILAGAN BRANCH	1	BBG NL	Ground Floor, DBP Building, Maharlika Highway corner Arranz Street, Osmena, City of Ilagan, Isabela 3300
35	LAL-LO BRANCH	1	BBG NL	Solomon Hotel, Brgy. Magapit, Lal-lo, Cagayan 3509
36	SANTIAGO BRANCH	1	BBG NL	Purok 7, National Highway, Villasis, Santiago City, Isabela 3311
37	SOLANO BRANCH	1	BBG NL	Burgos St., Brgy. Quezon, Solano, Nueva Vizcaya 3709
38	TABUK BRANCH	1	BBG NL	No. 9 Provincial Road Dagupan Centro, Tabuk City, Kalinga 3800
39	BUTUAN BRANCH	1	BBG NM	J. C. Aquino Avenue cor. J. Rosales Ave. Butuan City 8600
40	CLAVER BRANCH	1	BBG NM	Clarín St., Brgy. Tayaga, Claver, Surigao del Norte 8410
41	MALAYBALAY BRANCH	1	BBG NM	Bonifacio Drive, Caul, Malaybalay City, Bukidnon 8700
42	MANGAGOY BRANCH	1	BBG NM	Saren Bldg., Espiritu St. Mangagoy, Bislig City 8311
43	SAN FRANCISCO BRANCH	1	BBG NM	Orange St. cor. Rotunda, San Francisco, Agusan del Sur 8501
44	SAN JOSE, DINAGAT BRANCH	1	BBG NM	P-7 Poblacion San Jose, Dinagat Island 8412
45	SURIGAO BRANCH	1	BBG NM	Narciso St., Surigao City 8400

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Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

46	TANDAG BRANCH	1	BBG NM	Purok Napo, Brgy. Bagong Lungsod, Tandag City, Surigao Del Sur 8300
47	TRENTO BRANCH	1	BBG NM	Poblacion, Along National Highway, Trento, Agusan Del Sur 8505
48	BACOR BRANCH	1	BBG SL	Unit 2, Sidcor Bldg., Molino Blvd., Bayanan Bacoor City, Cavite 4102
49	ROMBLON BRANCH	1	BBG SL	Zaragoza St., Capaclan, Romblon, Romblon 5500
50	SAN JOSE BRANCH	1	BBG SL	Rizal St. cor. Quirino St. San Jose, Occ. Mindoro 5100
51	GENERAL SANTOS BRANCH	1	BBG SM	Roxas Avenue, General Santos City 9500
52	KIDAPAWAN BRANCH	1	BBG SM	DBP Bldg., Quezon Blvd. corner J.P. Laurel Sts. Kidapawan City 9400
53	TACURONG BRANCH	1	BBG SM	National Highway cor. Del Corro Sts. Tacurong City 9800
54	TAGUM BRANCH	1	BBG SM	DBP Bldg, Apokon Road, Tagum City 8100
55	IPIL BRANCH	1	BBG WM	Corner Sugang Avenue & Gethsemane St., Ipil, Zamboanga Sibugay 7001
56	JOLO BRANCH	1	BBG WM	Gen. Arrola St. cor. Buyon St., Jolo, Sulu 7400
57	PAGADIAN BRANCH	1	BBG WM	Rizal Avenue, Balangasan District Pagadian City, 7016
58	ZAMBOANGA BRANCH	1	BBG WM	DBP Bldg. Don Pablo Lorenzo St. (Port Area) Zamboanga City, 7000
59	ANTIQUA BRANCH	1	BBG WV	AVP Bldg., T. A. Fornier St. San Jose, Antique 5700
60	DUMAGUETE BRANCH	1	BBG WV	DBP Building, Rizal Blvd., Barangay Poblacion 4, Dumaguete City- 6200
61	ILOILO BRANCH	1	BBG WV	I. de la Rama St. Iloilo City 5000
62	JARO BRANCH	1	BBG WV	E. Lopez St. Iloilo City 5000
63	POTOTAN BRANCH	1	BBG WV	Milagros Bldg., RY Ladrado St., San Jose Ward Pototan, Iloilo 5008
64	ROXAS BRANCH	1	BBG WV	Provincial Park, Roxas City 5800
65	LAOAG LENDING CENTER	1	NCLLG	2nd Floor, DBP Building, A.G. Tupaz Avenue, Laoag City, Ilocos Norte 2900
66	MALOLOS LENDING CENTER	1	NCLLG	2F DBP Building, Paseo Del Congreso, Brgy. Catmon, City of Malolos, Bulacan -3000
67	SAN FERNANDO LENDING CENTER	2	NCLLG	2F Dona Isa Fel Bldg. Dolores McArthur Highway City of San Fernando, Pampanga 2000
68	TUGUEGARAO LENDING CENTER	1	NCLLG	DBP Bldg., Regional Government Center, Enrile Blvd., Carig Sur, Tuguegarao City, Cagayan 3500
69	BUTUAN LENDING CENTER	1	NMLG	J. C. Aquino Avenue cor. J. Rosales Ave. Butuan City 8600
70	CAGAYAN DE ORO LENDING CENTER	1	NMLG	2F, DBP Bldg. Corrales Ave. cor. Tirso Neri St. Cagayan de Oro City 9000
71	MALAYBALAY LENDING CENTER	1	NMLG	Bonifacio Drive, Caul, Malaybalay City, Bukidnon 8700
72	CALAPAN LENDING CENTER	1	SLLG	Roxas Dr., Sto. Nino, Calapan City 5200

Terms of Reference

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73	DASMARINAS LENDING CENTER	1	SLLG	Km 30 Aguinaldo Highway, Dasmarinas, Cavite 4114
74	DAVAO LENDING CENTER	1	SWMLG	DBP Bldg., C. M. Recto Ave. Davao City 8000
75	DIGOS LENDING CENTER	1	SWMLG	2F DBP Building, Quezon Avenue, Digos City, Davao del Sur 8002
76	TAGUM LENDING CENTER	1	SWMLG	DBP Bldg, Apokon Road, Tagum City 8100
77	BACOLOD LENDING CENTER	1	VLG	Cor. South Capitol Road and Lacson Sts. Bacolod City 6100
78	CATBALOGAN LENDING CENTER	1	VLG	2F Tia Anita's Building, Mabini Avenue, Catbalogan City, Samar 6700
79	ILOILO LENDING CENTER	1	VLG	I. de la Rama St. Iloilo City 5000
80	HEAD OFFICE	9		DBP Head Office, Sen. Gil Puyat Ave. corner Makati Ave, Makati City 1200
	<u>TOTAL</u>	<u>90</u>		

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



Name of Project	Supply and Delivery of Network Laser Printer
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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.