



REQUEST FOR QUOTATION

Supply and Delivery of Tiling Materials

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-25-00502
Date of Posting/Canvass : 09/25/2025
Deadline of Submission : 09/30/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱238,750.00

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 and indicating the brand and model for the items 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;
- Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page); and
- 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:

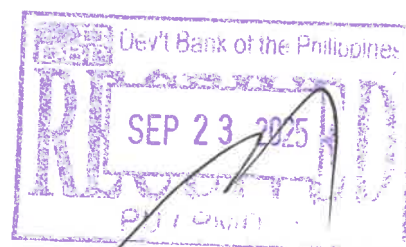
EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of Tiling Materials



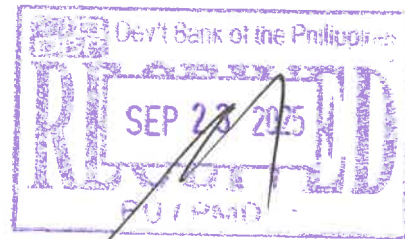
- I. **Approved Budget for the Contract (ABC): ₱238,750.00** (inclusive of VAT/applicable taxes and other charges)
- II. **Technical Specifications:**

ITEM	SPECIFICATIONS	QUANTITY	UNIT COST	TOTAL COST
Ordinary Cement	Portland, 40kg per bag	100 bags	295.00/bag	29,500.00
Tile Adhesive	White, 25kg per bag	150 bags	545.00/bag	81,750.00
Tile Grout	White, 2 kg per pack	100 packs	85.00/pack	8,500.00
Floor Tiles	Size: 60cm X 60cm non-slip homogenous ceramic tile Color: Light Beige	200 pcs.	595.00/piece	119,000.00
Total:				₱238,750.00

Note: To be procured as one (1) lot. Project shall be awarded to the Supplier with the lowest total offer, subject to the condition that the offer amount shall not exceed the set ABC per item.

III. **Other Requirements:**

1. All expenses to be incurred during delivery/shipment of the Goods to DBP Head Office, Makati City shall be borne by the supplier.
2. Supplier must ensure that all items are brand new, and the **Ordinary Cement** and **Ceramic Tiles** are in conformance to the Philippine National Standard (PNS) and in compliance with the Bureau of Philippine Standard (BPS) Mandatory Product Certification Schemes whether locally manufactured or imported.



IV. Conditions of the Contract

1. 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 are found to be defective and not in accordance with the required specifications. *9/24/25*
2. The DBP may terminate/cancel the Purchase Order (PO) if the Supplier fails to deliver, perform, and comply with its obligation.
3. **Delivery Period:** The Supplier shall deliver the items within thirty (30) calendar days after receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit-Procurement, and Inventory Management Department (IMU-PIMD) Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
5. **Warranty:** No Warranty.

V. Documentary Requirements:

Interested Supplier/s must submit the following:

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

VI. 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, Certificate of Acceptance/Completion 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 items on time.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

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Recommended by:

SIGNED

SM EDWIN C. DIZON
Head, RMU-CFMD

Approved by:

SIGNED

SAVP ALBERTO SANTIAGO A. BERMEJO
Officer-In-Charge, CFMD
Per Sector Order No. 513 dated 08/20/2025

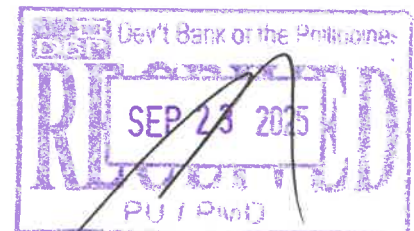
Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____





Name of Project	Supply and Delivery of Tiling Materials
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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.