



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-Aparri Branch will undertake Small Value Procurement for the **"Supply, Delivery, Installation, Commissioning and Testing of Air-conditioning Units"** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the project/activity/program are as follows:

Name of Project	:	Supply, Delivery, Installation, Commissioning and Testing of Air-conditioning Units
Delivery Address	:	DBP Building, Maharlika Highway, Macanaya District, Aparri, Cagayan
Approved Budget for the Contract	:	Three Hundred Fifty Seven Thousand Two Hundred Fifty Six Pesos and 31/100 (P357,256.31)
Payment Terms	:	One time, full payment shall be issued upon completion of all works
Technical Specifications	:	See attached Annex "A"
Delivery Period	:	Thirty (30) calendar days after receipt of Notice to Proceed (NTP)

Interested suppliers are required to submit signed Price Quotation Form (Annex B) on 5:00 P.M of October 3, 2025. Open quotations may be submitted manually at DBP Aparri Branch, Maharlika Highway, Macanaya District, Aparri, Cagayan or through email address aparri@dbp.ph.

The project shall be awarded to the proponent determined to have submitted the Single or Lowest Calculated and Responsive Quotation. The Proponent with the lowest and responsive quotation shall be required to submit certified copies of the following documents before award of the project:

1. 2025 Mayor's / Business Permit;
2. PhilGEPS Registration Certificate;
3. Omnibus Sworn Statement
4. Secretary Certificate (for supplier under partnership or corporation)
5. Duly Signed Data Privacy Consent Form

For inquiry, you may contact Ms. Lenie C. Cadeliña at Telephone No. (02)8-818-9511 loc 1554 or 078-888-2006 or the undersigned at CP No. 09171381505.

Thank you.

SIGNED

ELMAR C. TIME
Branch Head, DBP Aparri

Annex A

PROJECT	:	SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF AIR-CONDITIONING UNITS
LOCATION	:	DBP BUILDING, MAHARLIKA HIGHWAY, MACANAYA DISTRICT, APARRI, CAGAYAN
SUBJECT	:	SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS
MODE OF PROCUREMENT	:	SMALL VALUE PROCUREMENT

- I. **APPROVED BUDGET FOR THE CONTRACT (ABC):** THREE HUNDRED FIFTY-SEVEN THOUSAND TWO HUNDRED FIFTY SIX PESOS AND 31/100 (P357, 256.31) INCLUSIVE OF VAT/APPLICABLE TAXES.

II. **SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS:**

The Supplier shall hold all obligations, duties and responsibilities necessary for the successful completion of the contract assigned to or be undertaken, including all labor, materials, equipment and services, other incidentals, i.e., bonds and insurance, contractor's all risk insurance (CARI); and furnishings thereof in accordance with the specifications and all addenda prepared by DBP.

III. **REQUIREMENTS**

A. TECHNICAL SPECIFICATIONS

Quantity	:	Two (2) Units
Rating	:	5.0TR
Type	:	Inverter
Phasing	:	Single Phase
Refrigerant Type	:	R32
Classification	:	Floor mounted, split-type

B. OTHER REQUIREMENTS

- Supplier to dismantle the existing two (2) units split-type air conditioning including outdoor units.
- Supplier to provide all accessories including installation of fan-coil unit (FCU) drain (tapped to nearest discharge point) and 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 Aparri Branch Maharlika Highway, Macanaya District, Aparri, Cagayan** (delivery location).

IV. 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** receipt of PO/NTP

V. PAYMENT

One-time, full payment shall be issued upon completion/acceptance of all works.

VI. WARRANTY

In order to assure that manufacturing defects shall be corrected by the suppliers, 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.

VII. LIQUIDATED DAMAGES:

1. 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 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.
2. In computing liquidated damages, the DBP shall determine the usability of the project. A project or a portion thereof may be deemed usable when it starts to provide the desired benefits as certified by the targeted, End-User or Implementing Units and the DBP.
3. To be entitled to liquidated damages, the DBP does not have to prove that it has incurred actual damages. The specified amount may be deducted from any funds

currently due or that may become due to the contractor under the contract, in a manner deemed appropriate by DBP.

4. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. This does not, however, preclude the DBP in resorting to Termination of Contract under Section 71.4 of the IRR of R.A. 12009.

VIII. 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.

-end-

Recommended by:

SIGNED

LENIE C. CADELIÑA
Branch Services Officer

Approved by:

SIGNED

ELIMAR C. TIME
Acting Head Branch



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines

Annex B

PRICE QUOTATION FORM

ELIMAR C. TIME
Acting Head, DBP Aparri Branch
Macanaya, Aparri
Cagayan 3515

Sir:

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, Commissioning And Testing 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.



DEVELOPMENT BANK OF THE PHILIPPINES

PRIVACY CONSENT FORM
Bids/Procurement

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.

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.