



## **REQUEST FOR QUOTATION**

### **Supply and Delivery of Production Printer**

Procuring Entity : DBP Head Office  
Solicitation Number : P-ICTSD-25-00545  
Date of Posting/Canvass : 10/31/2025  
Deadline of Submission : 11/10/2025 (10:00 AM)  
Approved Budget for the Contract (ABC) : ₱2,000,000.00

**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) indicating the brand and model with Technical Specifications of the item being offered to prove compliance with DBP requirements;
- Proof of PhilGEPS Registration;
- Valid/Updated (2025) Mayor's/Business permit;
- Omnibus Sworn Statement [with eleven (11) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- 2024 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)
- Certificate from the Manufacturer that the Supplier is an authorized service provider of the brand and model being offered; and
- Certification from the manufacturer or authorized distributor that the brand/model being offered will be supported with after-sales service, including availability of parts and technical support, for a minimum period of five (5) years from the date of delivery.

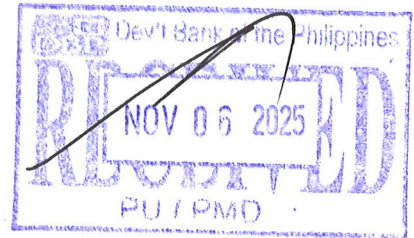
For submission of proposal and any inquiry, you may contact the following personnel:

**EDWARD M. RAZON / [pimd-pu-capexteam@dbp.ph](mailto:pimd-pu-capexteam@dbp.ph) / 8818-9511 local 2603 / 0917-859-2388**

**Development Bank of the Philippines (DBP)**

**TERMS OF REFERENCE**

Supply and Delivery of One (1) Unit Production Printer



- I. **Approved Budget for the Contract (ABC): ₱2,000,000.00** (Inclusive of VAT/applicable taxes and other charges)

**II. Technical Specifications:**

PARTICULAR	MINIMUM SPECIFICATIONS
Main Unit	
Function	Print, Scan, Copy
Printing Method	Color Laser
Print Resolution 🚩	Minimum of 2,400 x 2,400 dpi
Print Speed	Minimum of 70 ppm (A4)
Scan resolution	Minimum of 600 x 600 dpi
Paper Tray Capacity 🚩	Tray 1, Tray 2 and Tray 3/Bypass Tray: Minimum of total 1,750 sheets
Paper Size 🚩	Minimum- Approximately: 98mm x 148mm Maximum- Approximately: 330mm x 1,200mm
Paper Weight	62gsm – 360gsm (uncoated) 80 – 360gsm (coated)
Power Source	220-240 V, 50/60 Hz
Print Server/Controller	
Type	External
CPU	Minimum of 4 cores, 4 threads, 3.2GHz 6MB cache
Storage Device	Minimum of 2 TB (1TB X 2)
Memory Capacity	Minimum of 16 GB
Operating System	Windows
Page Description Language	Minimum of Adobe, PDF, PPML
Power Supply	200-240V

**III. Delivery Period**

The supplier shall supply and deliver the item within Thirty (30) calendar days after receipt of Notice to Proceed (NTP).

**IV. Delivery Site**

DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit - Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City, Philippines.

**V. Warranty and Retention**

1. The Supplier warrants that the item supplied under the contract is free from defects, brand new, unused of the most recent or current model based on the approved DBP Technical Specifications.

Conformed by:

Company: \_\_\_\_\_

Signature over

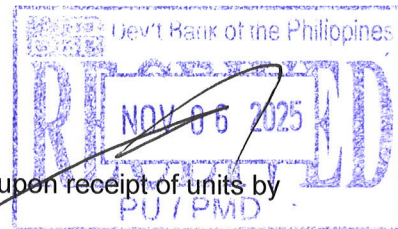
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms of Reference

### Supply and Delivery of One (1) Unit Production Printer



2. Warranty: One (1) year warranty on parts and lifetime 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 one (1) year after 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 delivered is in accordance with the specification as required by the DBP. DBP has the right to reject delivery if item delivered is found to be defective and not in accordance with the required specifications.
2. The DBP may terminate /cancel the Purchase Order (PO) if the Supplier fails to deliver, perform, and comply with its obligation.
3. One (1) day training for the basic operations and troubleshooting for at least six (6) DBP engineers and another One (1) day training for fundamental knowledge and practical skills required to perform basic operations of the printer for at least five (5) DBP end-users at DBP Head Office to be conducted after the complete delivery of the unit.
4. Certification from the manufacturer or authorized distributor that the brand/model being offered will be supported with after-sales service, including availability of parts and technical support, for a minimum period of five (5) years from the date of delivery.

### 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.

### VIII. 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)

Conformed by:

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

*[Handwritten signature]*

Terms of Reference

Supply, Delivery,

of One (1) Unit Production Printer

7. Latest Income/Business Tax Return

8. Certificate from the Manufacturer that the Supplier is an authorized service provider of the brand and model being offered.

Recommended by:

**SIGNED**

**SAVP ALBERTO SANTIAGO A. BERMEJO**

OIC, Construction and Facilities Management Department  
(Per Sector Order No. 513 dated 20 August 2025)

Approved by:

**SIGNED**

**SVP RONALDO U. TEPORA**

Concurrent Officer-in-Charge, Procurement and Facilities Management Group  
(Per Office Order No. 283 dated 20 June 2025)

Concurred by:

**SIGNED**

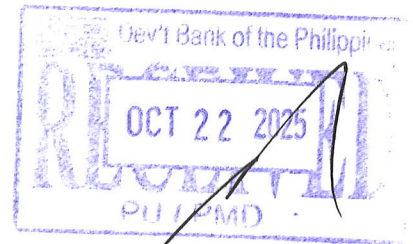
**SM ANGELITO V. MORTIZ**

Head, Technical Support Unit

**SIGNED**

**SAVP ANABELLE M. ESTRELLA**

Head, Technical Support Services Department



Conformed by:

Company: \_\_\_\_\_

Signature over  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_





<b>Name of Project</b>	Supply and Delivery of Production 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**<sup>1</sup> 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](mailto:info@dbp.ph).

<sup>1</sup>**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.