



REQUEST FOR QUOTATION

Supply and Mounting/Installation of Thirty-six (36 pcs.) of Automotive Tires

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-25-00535
Date of Posting/Canvass : 10/14/2025
Deadline of Submission : 10/17/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱314,480.00

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 Scope of Services/Technical Specifications 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;
- 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:

CLYD JUSTINE U. ESGUERRA / cjuesguerra@dbp.ph / 8818-9511 local 2603 / 0916-683-7151

Development Bank of the Philippines

Construction and Facilities Management Department



Supply and Mounting/Installation of Thirty-six (36 pcs.) of Automotive Tires

TERMS OF REFERENCE

- I. **Approved Budget for the Contract:** P 314,480.00 (inclusive of VAT/applicable taxes and other charges).
- II. Supply and mounting/installation of Thirty-six (36 pcs.) Automotive Tires including Tire valve replacement, Wheel balancing with weights, Wheel alignment and Camber correction for DBP Head Office service vehicles.
- III. **Technical Specifications:**

	Size	Qty.	Unit Price	Total Price
✓ 1	265/65 R17 Tubeless	2 pcs. ✓	13,310.00	26,620.00
✓ 2	265/60 R18 Tubeless	2 pcs. ✓	14,330.00	28,660.00
✓ 3	205/55 R17 Tubeless	32 pcs.	8,100.00	259,200.00
	Total	36 pcs.		314,480.00

Note: Tire production must be in year 2025.

1. The procurement is to be considered as one lot.
 2. The project will be awarded to the supplier with the lowest total offer, subject to the condition that the amount shall not exceed the set (ABC) per item.
 3. The proposal/quotation should indicate the Brand and Model, Technical Specifications, Unit Cost, and Total Cost for each item for evaluation.
- IV. **Conditions of the Contract:**
1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP.
 2. DBP reserves the right to reject item(s) that are defective and non-compliant with the required specifications.
 3. The Purchase Order (PO) shall be valid for one (1) year upon receipt of the Notice to Proceed (NTP) or until the full consumption of the total amount in the PO, whichever comes first.
 4. Supplier must ensure that the automotive tires are brand new, unused and in conformance to the National Philippine Standard (PNS) and in compliance with the Bureau of Philippine Standard (BPS) Mandatory Product Certification Schemes whether locally manufactured or imported.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

✓



V. Delivery/Completion Period:

1. The DBP representative, Mr. Andrew R. San Juan, will coordinate with the Supplier. The Supplier is expected to provide tire mounting/installation, balancing, and tire valve replacement services within 3 calendar days after receiving the vehicle(s).
2. Production Period: All work must be completed within 1 year from the date of the DBP's request.

VI. Warranty:

1. Minimum of Five (5) years warranty from date of installation.
2. In case of manufacturing defect within 1 month after the installation the supplier shall be required to replace new automotive tire with the same brand without additional cost to the Bank.

VII. Payment:

1. Payment shall be processed after each completion of the delivery and subject to submission of the complete documents for payment (such as: Invoice, Certificate of Completion/Acceptance to be issued by DBP, Billing Statement/Statement of Account as applicable).
2. For every day of delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver on time.

VIII. Documentary Requirements:

Interested suppliers must submit the following documents:

1. Proposal/Quotation
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 suppliers under partnership/corporation)

IX. Other Requirements:

1. The Supplier must have a shop within Metro Manila where all works will be done.
2. The Supplier must have a computerized wheel alignment, Automatic tire changer, Wheel balancer and Sufficient parking space/s for scheduled vehicles.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

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Prepared by:

SIGNED

JOEY Q. BANTANG
Property and Facilities Analyst

Recommended by:

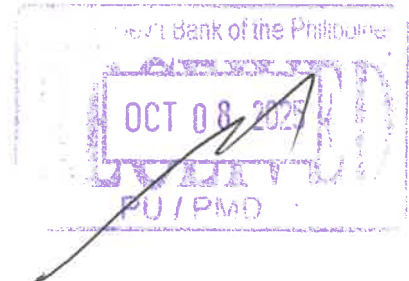
SIGNED

ROLAND A. LLORENTE
Acting Head, Transport Services Team
(Per Office Order No.096 dated March 03, 2025)

Approved by:

SIGNED

SM JOSE FRANCISCO E. PEREZ
Concurrent Officer-in-Charge, CFMD
(Per Group Order No.349 dated 06 October, 2025)



Supply and mounting/installation of Thirty-six (36 pcs.) Automotive tires

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



Name of Project	Supply and Mounting/Installation of Thirty-six (36 pcs.) of Automotive Tires
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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.