



## **REQUEST FOR QUOTATION**

### **Supply and Delivery of Audio Equipment**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CFMD-25-00518  
Date of Posting/Canvass : 10/14/2025  
Deadline of Submission : 10/17/2025 (10:00 AM)  
Approved Budget for the Contract (ABC) : ₱291,400.00

**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 or data sheet to prove compliance with the technical specifications;
- 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 DBP Privacy Consent Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);

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**

*Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.*

**Name of Company/Supplier:** \_\_\_\_\_

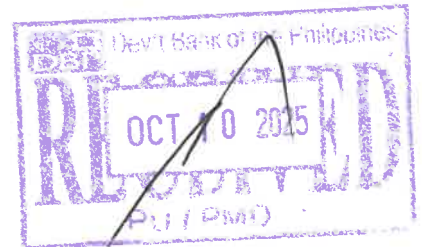
**Authorized Signatory:** \_\_\_\_\_

*Signature over Printed Name*

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

**DEVELOPMENT BANK OF THE PHILIPPINES**

**TERMS OF REFERENCE  
Supply and Delivery of Audio Equipment**



**I. Approved Budget for the Contract: ₱ 291,400.00** (inclusive of VAT/applicable taxes)

| Item Description                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quantity | Unit Cost | Total Cost           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|----------------------|
| <b>24 Channel Mixer</b><br><ul style="list-style-type: none"> <li>- 24 Channel Mixer</li> <li>- 16 Mic/line inputs and 4 Stereo inputs</li> <li>- 4 Aux outputs and 4 group outputs</li> <li>- USB Record &amp; Playback</li> <li>- 48V phantom power each Channel</li> <li>- Headphones in</li> <li>- 199 dual DSP effects</li> <li>- Bluetooth function</li> <li>- USB record/playback</li> </ul>                                                | 1 Unit   | 28,500.00 | <b>Php28,500.00</b>  |
| <b>8 Channel Mixer</b><br><ul style="list-style-type: none"> <li>- 8 Channel Compact Mixer</li> <li>- 4 Mic/line inputs and 2 Stereo inputs</li> <li>- 3 Band EQ per channel</li> <li>- 24bit 99DSP Digital Effect</li> <li>- Mute &amp; Solo Function</li> <li>- 48V phantom power</li> <li>- Headphone output &amp; Foot Switch support</li> <li>- 2 Aux outputs</li> <li>- Two (2) bus outputs</li> <li>- Bluetooth/USB/MP3 function</li> </ul> | 1 Unit   | 10,500.00 | <b>Php10,500.00</b>  |
| <b>Two-way Passive Speaker</b><br><ul style="list-style-type: none"> <li>- Size : 15"</li> <li>- System Program Power : 400W</li> <li>- System Peak Power : 1500W</li> <li>- Sensitivity: 97dB</li> <li>- Impedance: 8 ohms</li> <li>- Frequency Response : 50Hz – 20kHz</li> <li>- Trapezoidal Enclosure</li> </ul>                                                                                                                               | 8 Units  | 31,550.00 | <b>Php252,400.00</b> |
| <b>Grand Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |           | <b>Php291,400.00</b> |

**Notes:**

- 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.
- The Brand and Model (if applicable), Technical Specifications, Unit Cost, and Total Cost (per item) should be indicated in the proposal/quotation for evaluation of compliance with the DBP technical specifications.

**II. 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

Conformed by:  
Company: \_\_\_\_\_

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

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

*g*

delivered are 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. **Delivery Period:** The Supplier shall deliver the items within Thirty (30) Calendar days after receipt of the approved Purchase Order (PO).
4. **Point of Delivery:** DBP 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.

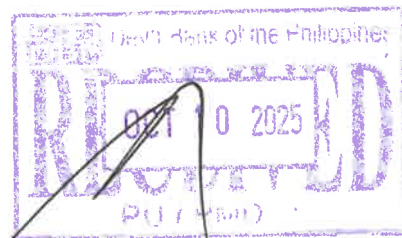
### III. Warranty

1. The supplier warrants that the items supplied the contract are new, unused, of the most recent or current models except when the Technical Specifications required by DBP provides otherwise.
2. The Supplier further warrants that all items supplied under this contract shall be free from defects.
3. **Warranty:** At least one (1) year warranty against inherent manufacturing defects
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 item or parts thereof, without additional cost to the Bank.

### IV. Documentary Requirements:

Interested Supplier/s must submit the following:

- a. Proposal/Quotation with Brochure
- b. Proof of PhilGEPS Registration
- c. 2025 Mayor's/Business Permit
- d. Omnibus Sworn Statement
- e. Secretary's Certificate (for supplier under partnership/corporation)
- f. Signed DBP Data Privacy Consent Form



### V. Payment:

1. Payment shall be processed after completion of delivery subject to 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.

Prepared by:

**SIGNED**

ENGR. MARK CHRISTIAN C. SEGURITAN  
RMU-CFMD

Recommended by:

**SIGNED**

SM EDWIN C. DIZON  
Head, RMU-CFMD

Approved by:

**SIGNED**

SM JOSE FRANCISCO E. PEREZ  
OIC, CFMD, Per Group Order No. 3459  
dated 10/06/25

Conformed by:

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

Signature over

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

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

Supply and Delivery of Audio Equipment



|                        |                                        |
|------------------------|----------------------------------------|
| <b>Name of Project</b> | Supply and Delivery of Audio Equipment |
|------------------------|----------------------------------------|

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.