

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, through the Regional Bids and Awards Committee for BBG Southern Luzon, intends to procure the following goods/general support services:

Quantity	Unit of Measurement	Project Description	Approved Budget for the Contracts (ABCs), VAT inclusive
One (1)	Lot	Procurement of Supply, Delivery and Installation of Vault Door and Delivery of Cash Safe for DBP Narra Branch	PhP 342,780.00

Accordingly, all interested suppliers are invited to submit their Price Quotation using the prescribed DBP Financial Proposal Form together with the following mandatory requirements:

- ☑ Valid Mayor's/Business Permit
- ☑ PhilGEPS Registration Number and/or PhilGEPS Certificate of Membership
- □ Annual Income or Business Tax Return (for Project with ABC above P 500 K) [Electronically filed through the BIR Electronic Filing and Payment System (eFPS) could be
- ☑ Omnibus Sworn Statement (for Project with ABC above P 50 K)
- □ Valid Philippine Contractors Accreditation Board (PCAB) License & Category [Appropriate
- for the nature and cost of the project] (Applicable for Infrastructure Projects only)
- ☐ Duly accomplished Bill of Quantities (Applicable for Infrastructure Projects only)
- ☑ DBP Terms & Conditions and Technical Specifications/Terms of Reference duly signed by supplier or duly authorized representative
- ☑ Data Privacy Consent Form

The Bank reserves the right to reject any or all Financial Proposals, to waive any formality therein, and to annul the procurement process at any time prior to contract award without incurring any liability to the affected suppliers. Furthermore, the Bank makes no assurance that a contract shall be awarded as a result of this request.

For further information and details on the requirements, please refer to the attached PhilGEPS Publication.

Thank you.

Bids and Awards Committee Secretariat
Development Bank of the Philippines
Ground Floor DBP Building, Merchan Street,
Barangay IX, Lucena City, Quezon Province, Philippines 4301
Telephone: (02) 8189511 local 1581; (042) 373-0190 Email: slbg@dbp.ph









Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

12628676

Procuring Entity

DEVELOPMENT BANK OF THE PHILIPPINES - BBG - SOUTH LUZON

Title

Procurement of Supply, Delivery and Installation of Vault Door and Delivery of Cash Safe for

DBP Narra Branch

Area of Delivery

Palawan

Solicitation Number:	2025-008 RFQ	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	5
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment		Ī
Approved Budget for the Contract:	PHP 342,780.00		
Delivery Period:	15 Day/s	Document Request List	1
Client Agency:			
		Date Published	26/11/2025
Contact Person:	Dolly Ann de Chavez Llagas Administrative Specialist		
	Ground Floor, DBP Bldg., Merchan St., Lucena City Quezon Province Lucena City Quezon	Last Updated / Time	26/11/2025 00:00 AM
	Philippines 4301 63-2-88189511 Ext.1542 63-42-3730297 dadllagas@dbp.ph	Closing Date / Time	02/12/2025 17:00 PM

Description

The Development Bank of the Philippines - Branch Banking Group Southern Luzon, through the Regional Bids and Awards Committee for Southern Luzon (RBAC-SL), intends to procure of supply, delivery and installation of Vault Door and Delivery of Cash Safe with an Approved Budget for the Contract (ABC) of Three Hundred Forty-two Thousand Seven Hundred Eighty Pesos Ony (\$342,780.00).

Interested suppliers/contractors are invited to submit their Financial Proposals, duly signed by their authorized representative/s, on or before the deadline indicated. Submissions must be accompanied by the following mandatory requirements:

- 1. Valid Mayor's/Business Permit
- 2. Electronically Filed Income or Business Tax Return (filed through the BIR Electronic Filing and Payment System [eFPS]); or Annual Income or Business Tax Return
- 3. PhilGEPS Certificate of Registration
- 4. Omnibus Sworn Statement
- 5. Valid Philippine Contractors Accreditation Board (PCAB) License and registration for the type and cost of contract(for Infrastructure Projects only)
 6. Duly accomplished Bill of Quantities (for Infrastructure Projects only)
- 7. DBP Terms and Conditions and Technical Specifications/Terms of Reference, duly signed on each and every page by the supplier or duly authorized representative

8. DBP Data Privacy Consent Form

The Bank assumes no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation and submission of the Financial Proposal and/or mandatory requirements.

Further, the Bank reserves the right to reject any or all Financial Proposals, declare a failure of bidding, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder/s. **Line Items**

Item No.	Product/Service Name	Description	Quantity	MOU	Budget (PHP)
1	Vault Door and Cash Safe	Supply, Delivery and Installation of Vault Door and Delivery of Cash Safe for DBP Narra Branch	1	Lot	342,780.00

Created by Dolly Ann de Chavez Llagas

Date Created 25/11/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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DBP FINANCIAL PROPOSAL FORM

For: Development Bank of the Philippines

On behalf of the supplier, the undersigned, declare that:

- a. We have examined the Request for Quotation and its attachments (collectively, "RFQ")
- b. We, submit the following quotation/s:

Project Description	Approved Budget for the Contracts (ABCs), VAT inclusive	Total Bid Price, VAT Inclusive (in Figures and in Words)		
1 Tojout Dosonption		Unit Price	Amount	
Supply, Delivery and Installation of Vault Door and Delivery of Cash Safe	PhP 342,780.00			
TOTAL AMOUNT IN WORDS:	•			

- c. We undertake, if our Quotation/Proposal for the Price is accepted, to deliver the good(s) in accordance with the delivery schedule specified in the Request for Quotation:
- d. We agree to abide by this Quotation/Proposal for the Price Validity Period of Six (6) Months from date of opening of Financial Proposals and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e. Until a formal Purchase Order is prepared and executed, this Financial Proposal, together with your written acceptance thereof, shall be binding upon us;
- f. We understand that you are not bound to accept the Lowest Calculated Quotation or any Quotation/Proposal you may receive;
- g. We likewise certify/confirm that the undersigned is the duly authorized representative of the supplier and granted full power and authority to do, execute, and perform any and all acts necessary to participate, submit the Financial Proposal, and to sign and execute the ensuing contract for herein project;
- h. We acknowledge that failure to sign each page of this Financial Proposal Form, shall be aground for the rejection of our Quotation/Proposal;
- i. We acknowledge that we indicated the amount of our total bid price in figures and in words;
- j. We acknowledge that Quotations/ Proposals not addressing of providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) or "-" (dash) for the said item would mean that it is being offered for free to the government, except those required by law or regulations to be provided for. (Sec 32.2.1(a), Rule IX, IRR). It is further understood that to ensure completeness of the quotation/proposal, suppliers must ensure that ALL items, columns or matrices in the prescribed forms are appropriately filled-up and no item. Column, or matrix is left blank; and
- k. We understand that any communication sent by DBP to the address/fax number/email address provided below shall be deemed to have been duly received by your firm. On the date and time shown in the transmittal. Any change in the contact details shall be duly communicated to the bank.

	ed Name of the Supplier's esentative/Designation			
PhilGEPS Registration Number:				
Name of Company/B	usiness Name			
Address				
Telephone No. Cellphone No.				
Email Address Date				



PRIVACY CONSENT FORM

Bids/Procurement

Name of Project	Supply, Delivery and Installation of	Vault Door and Delivery of Cash Safe for DBP Narra Branch
l,	, (Address)	
of personal and oth		hereby authorize/consent to the processing voluntarily provided to the Development Bank of the Philippines (DBP pecific purposes and terms:
		anal and other related business information, including but not limited to evant information necessary for the evaluation process.
related busin		Il be implemented by DBP for the protection of my personal and other confidentially. Similarly, such information shall only be disclosed to process of DBP.
l acknowledg necessary to	e that my personal and other related b fulfill the purposes specified/stated in this	susiness information may be retained by DBP for as long as deemed consent form, or as required by applicable policies, laws or regulations.
	that I have the right to access and reques rrect any error and inaccuracy, in accord	st correction of my personal and other related business information held lance with applicable data privacy laws.
		onsent, and request DBP to stop the processing of my personal and accontinue the evaluation and other related procurement processes.
	ny confidential information obtained duri any third party other than its intended pur	ng my participation in the bid and procurement procedures shall not be rpose.
	I acknowledge that I have read and ur personal and other related business info	nderstood the terms and purposes of this consent form and agree to the immation as described.
Sig	gnature 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.



Development Bank of the Philippines

PROJECT

SUPPLY, DELIVERY AND INSTALLATION OF VAULT DOOR AND

DELIVERY OF CASH SAFE - DBP NARRA BRANCH

LOCATION

PUERTO PRINCESA NATIONAL ROAD, POBLACION, NARRA IV-B

MIMAROPA

SUBJECT :

TECHNICAL SPECIFICATIONS

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

I. APPROVED BUDGET FOR THE CONTRACT

THREE HUNDRED FORTY-TWO THOUSAND SEVEN HUNDRED EIGHTY PESOS - PhP 342,780.00 (inclusive of VAT/applicable taxes)

II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS:

A. Cash Safe

 Supply and delivery of one (1) Double Door Cash Safe (refer to Annex A for technical specifications).

B. Vault Door

- Supply and delivery of one (1) security vault door as per technical specifications (refer to Annex B).
- Installation of the vault door, covering the following activities:
 - Site inspection and preparation
 - Mounting and anchoring to vault structure
 - Functional testing of locking mechanisms/features to include the following:
 - Key or code operation
 - Security features
 - · Locking and unlocking functionality
 - Durability

III. CONDITIONS OF THE CONTRACT

- The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP reserves the right to reject delivery if the item/s delivered are found to be defective or do not meet the required specifications/model.
- DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) when the Supplier fails to deliver, perform and comply with its obligation.
- Delivery Period: The Supplier shall complete the supply, delivery and installation of vault door and delivery of cash safe within fifteen (15) calendar days after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
- 4. Point of Delivery: Puerto Princesa National Road, Poblacion Narra IV-B Mimaropa
- Warranty: The warranty period shall be one (1) year from the date of acceptance of the item/s by DBP.

IV. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- Proposal/Quotation
- Proof PhilGEPS Registration
- 2025 Mayor's/Business Permit
- Omnibus Sworn Statement
- Secretary Certificate (for Supplier under Partnership/Corporation)
- Signed Request for Quotation (RFQ)

V. PAYMENT:

ONE-TIME, **FULL PAYMENT** shall be processed after completion of the project subject to submission of following complete documents:

- Project Pictures
- Invoice/Billing Statement
- · Certificate of Completion/Acceptance (as applicable)

VI. LIQUIDATED DAMAGES:

Once the supplier fails to satisfactorily complete the works under the contract within the specified contract duration, inclusive of duly granted time extensions, if any, the supplier shall be liable for liquidated damages in an amount equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.

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.

To be entitled to liquidated damages, the DBP does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due, or which may become due the supplier under the contract, collected from the retention money or other securities posted by the supplier, or a combination thereof, whichever is convenient to the DBP.

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.

SUPPLY, DELIVERY AND INSTALLATION OF VAULT DOOR AND CASH SAFE

Recommended by:

SM ERICK M. VALIDO
Officer-In-Charge, CFMD-PCMU
Per Office Order No. 325 dated 14 July 2025

Approved by:

SAVP ALBERTO SANTIAGO A. BERMEJO

Officer-In-Charge, CFMD

Per Sector Order No. 513 dated 20 August 2025

ANNEX A

DBP STANDARD TECHNICAL SPECIFICATIONS

DOUBLE-DOOR CASH SAFE

Specifications:

Exterior : Approx. 1.70m (H) x 0.90m (W) x 0.70m (D)

Interior : Approx. 1.50m (H) x 0.80m (W) x 0.65m (D)

Material and Insulation : Steel (Fire Resistant, Cut/Drill Resistant)

Vault Door : Double-door

Vault Door Thickness : Approx. 0.125m (door plate to back cover)

Inner Door : Steel plate with keylock

Lock : At least dual lock combination

Adjustable Shelves Yes, can bear the weight up to 50kg worth of coins

Bolt-work : Multiple live locking bolts and dead bolts

Time Delay Lock Yes, up to 0-99 minutes' programmable time delay

Weight : Approx. 800kg

Other features : Anchor holes on the back or the bottom of safe can be used

to install the safe to the wall or floor by using standard

mounting bolts for cash safe

Excellent powder coating finish

Manufacturer's Warranty : At least one (1) year

ANNEX B

DBP STANDARD TECHNICAL SPECIFICATIONS

VAULT DOOR

Specifications:

Clear Opening

78" (H) x 36" (W)

Barrier Material Thickness

4.53 inches

(115mm)

Fire rating

Two (2) Hours Minimum

Locking Bolts

16 Pieces of 38mm diameter (1-1/2")

Miscellaneous

· Grill day gate

Built-in breathing tube

· Dual electronic time delay lock

· Stainless steel finish

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF) S.S

OMNIBUS SWORN STATEMENT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and with residence at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

- 1. Select one, delete the others:
 - If sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
 - If partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [Address of Bidder];
 - If individual consultant not registered under a sole proprietorship, in case of Consulting Services: I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
- 2. Select one, delete the others:
 - If sole proprietorship: As the owner and sole proprietor or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity][insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];
 - If partnership, corporation, cooperative, or joint venture: I am granted full power
 and authority to do, execute and perform any and all acts necessary to participate,
 submit the bid, and to sign and execute the ensuing contract for [Project Title] of
 the [Name of the Procuring Entity], as supported by the attached duly notarized
 Special Power of Attorney, Board/Partnership Resolution, or Secretary's
 Certificate, whichever is applicable;
 - If individual consultant not registered under a sole proprietorship, in case of Consulting Services: As the individual consultant or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney for authorized representative;
- 3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

- 4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- 5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- 6. Select one, delete the others:
 - If sole proprietorship: The [Name of Bidder] and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat:
 - If partnership: The partnership itself and the partners of [Name of Bidder] are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - If cooperative: The cooperative itself and members of the board of directors, general manager, or chief executive officer of [Name of Bidder] are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat:
 - If corporation, or joint venture: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of [Name of Bidder] are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat:
 - If individual consultant not registered under a sole proprietorship, in case of Consulting Services: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - 7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
- In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
- 8. [Name of Bidder] complies with existing labor laws and standards; and
- [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].
- 10. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 11. In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this _	_ day of	, 20	_ at
, Philippines.			

Duly authorized to sign the Bid for and behalf of: [Insert Bidder's Name]

[Affiant's Signature over Printed Name] [Position/Designation] [Date]

JURAT

SUBSCRIBED AND SWORN to before me this day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no			
WITNESS MY HAND AND SEAL this day of [month] [year].			
NAME OF NOTARY PUBLIC Notarial Commission No Notary Public for until Roll of Attorneys No PTR No, [date issued], [place issued] IBP No, [date issued], [place issued]			
Doc. No Page No Book No Series of			



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

Terms and Conditions

[Goods and General Support Services]

- 1. All prices quoted herein are valid, binding and effective for a period of six (6) months from the date of the submission of quotations/proposals.
- 2. All prices quoted herein are inclusive of VAT and cost of delivery and/or installation.
- 3. All goods and services for delivery and installation shall conform to the approved **Technical Specifications, Terms of Reference, and Scope of Works,** whichever is applicable.
- 4. **Terms of Payment.** Payment shall be made upon full satisfactory delivery/installation/performance of the project/s and acceptance of the end-user.
- Delivery Schedule. The goods shall be delivered by the supplier on the date indicated at the Purchase Order from the Bank.
- 6. Area of Delivery: As stated in the approved Purchase Order/Contract Agreement.
- 7. Where the AWARDEE fails to effect the delivery within the prescribed period, the Bank may upon its discretion, extend the delivery period subject, however, to the imposition of appropriate liquidated damages, the amount of which shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay, collectible from any money due or maybe due to the supplier/contractor, whichever is convenient to the Bank. Once the cumulative number of liquidated damages reaches ten percent (10%) of the amount of the contract, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it. If the AWARDEE, however, fails to effect complete delivery within the extended period, the Bank shall have the right to cancel said contract and shall constitute grounds for disqualification of the AWARDEE from future biddings, without prejudice to the imposition of other sanctions provided for under Republic Act No. 9184 and its 2016 IRR.
- 8. Any manufacturing defect shall be corrected by the Supplier.
- 9. All transactions are subject to withholding of creditable Value Added Tax (VAT), as may be applicable, according to Revenue Regulation No. 10-93.

Conforme:	
Signature over Printed Name	of the Supplier's
Authorized Representative	







