



# Development Bank of the Philippines

## REQUEST FOR QUOTATION



Date

Sir/Madame:

Please quote your lowest price on the item as specified below with an approved budget of P 243,755.96 and submit your quotation signed by your representative not later than November 26, 2025.

Thank you.

FROM:

ELLAH CHEMA D. SALMING  
ADMINISTRATIVE ASSISTANT

### CONDITIONS OF THE CONTRACT:

1. Quotation shall include fees, taxes, and other charges.
2. Please enclosed the requested quotation in a sealed envelope and submit the same, on this address: Dr#1 LGU Public Market, Zone III Pob., Sta. Cruz, Davao del Sur or send via e-mail [stacruzdao@dbp.ph](mailto:stacruzdao@dbp.ph) on or before November 26, 2025.
3. The supplier shall ensure that the products delivered are in accordance with the specifications required by DBP. DBP has the right to reject items not according to the required specifications / model
4. DBP may terminate / cancel the PO when the Supplier/ Contractor fails to deliver, perform and comply with its obligation as required for in the contract
5. Delivery Period: as indicated in the approved Scope of Works
6. Points of Delivery: as indicated in the approved Scope of Works
7. DBP reserves the right to reject any and all quotations, to waive any defect in them and to award to the bidder whose price quotation is deemed most advantageous to the Bank.

### PAYMENT:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. Billing Statement / Statement of Account, Certification of Completion / Acceptance). Issuance of manager's check will be the mode of payment and payment processing will be a maximum of 30 days or as indicated in the Purchase Order.
2. For every day delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

### OTHER REQUIREMENTS:

Interested supplier/bidders should send their properly accomplished Request for Quotation Form, signed/conformed Technical Specifications, signed Data Privacy Consent form, signed Integrity Pledge, notarized Omnibus Sworn Statement, 2025 Business Permit, Proof of PhilGEPS registration, and BIR Certificate of Registration prior to the awarding of contract or issuance of Notice of Award.

For any queries, please feel free to contact the following:

1. Ellah Chema D. Salming, 0927-058-2875
2. Ma. Josefina P. Beltran, (082) 286-1925

ITEM QTY	UNIT	DESCRIPTION	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
1	LOT	SUPPLY, DELIVERY, AND INSTALLATION OF ATM CLADDING AT DBP STA CRUZ AND MARBEL BRANCHES <i>(In compliance with approved attached Scope of Works)</i>	P243,755.96		

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_