



# 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 899,742.71 and submit your quotation signed by your representative not later than November 25, 2025.

Thank you.

FROM:

**SIGNED**

**GLEZIE GRACE M. BAYA**  
EXECUTIVE ASSISTANT

### CONDITIONS OF THE CONTRACT:

1. Quotation shall include fees, taxes, and other charges.
2. Please enclose the requested quotation in a sealed envelope and submit the same, on this address: **DBP Building, Roxas Avenue, GSC** or send via e-mail [sm-bbg@dbp.ph](mailto:sm-bbg@dbp.ph) **not later than November 25, 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 Terms of Reference
6. Point of Delivery: as indicated in the approved Terms of Reference
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 Suppliers/Contractors must submit the following prior to awarding of contract or issuance of Notice of Award (NOA):

1. PhilGEPS Certificate or PhilGEPS Registration number
2. Valid/ current Mayor's / Business Permit
3. BIR Certificate of Registration
4. Signed/Conformed Technical Specifications
5. Notarized Omnibus Sworn Statement
6. Data Privacy Consent Form
7. Integrity Pledge

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

1. GLEZIE GRACE M. BAYA, Tel. No. 554-7821 (0995-148-964)

ITEM QTY	UNIT	DESCRIPTION	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
1	lot	RENOVATION OF BBG-SM (OFFICE OF THE HEAD) IN GENSAN	899,742.71		
		Location: Mezzanine Floor, DBP General Santos Branch, General Santos City			
		(in compliance with the approved Terms of Reference)			

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

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

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

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

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