



REQUEST FOR QUOTATION

Supply, Delivery and Installation of Glass Framed Windows at 8th Floor DBP Head Office

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-25-00637
Date of Posting/Canvass : 12/06/2025
Deadline of Submission : 12/11/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱1,805,000.00

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 ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- Latest Annual Income Tax Return (ITR) – BIR Form 1702-RT (For ABC's above P500K);
- Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page); and
- Accomplished and Signed DBP Privacy Consent Form (with date, name and signature of Supplier's Authorized Representative)

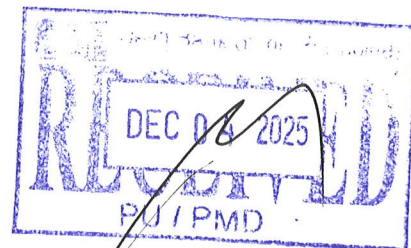
For submission of proposal and any inquiry, you may contact the following personnel:

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

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

**SUPPLY, DELIVERY AND INSTALLATION OF FRAMED GLASS WINDOWS AT 8TH
FLOOR DBP HEAD OFFICE**



I. APPROVED BUDGET FOR THE CONTRACT

**PESOS: ONE MILLION EIGHT HUNDRED FIVE THOUSAND (₱ 1,805,000.00)
INCLUSIVE OF VAT/ APPLICABLE TAXES AND OTHER CHARGES**

Description	Quantity	Amount
Supply, Delivery and Installation Of Framed Glass Windows at 8 th Floor DBP Head Office	1 lot	₱ 1,805,000.00

II. TECHNICAL SPECIFICATIONS

Refer to attached plans (Annex A)

III. SCOPE OF SERVICES

Particulars	Delivery Address
Supply, delivery and installation of 6mm thick gray tempered glass windows on analoc finished frame including rubber gasket and sealant <u>Qty/Total Area of Glasswall = 100sgm</u>	DBP Head Office Basement, Receiving Section Inventory Management Unit – Procurement and Inventory Department (IMU-PIMD), Sen. Gil Puyat Avenue Corner Makati Avenue, Makati City

IV. CONDITIONS OF THE CONTRACT

1. The supplier shall conduct inspection and submit shop drawings for DBP approval prior to fabrication of glass panels. CFMD-RMU Contact Nos. (02) 8818-9511 local 3000/2004
2. 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 delivered are found to be defective and not in accordance with the required specifications/model.
3. The DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) should the supplier fail to deliver, perform and comply with its obligation.
4. **Delivery Period:** The supplier shall complete all works within **sixty (60) calendar days** after receipt of PO/NTP.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

**SUPPLY, DELIVERY AND INSTALLATION OF FRAMED GLASS WINDOWS AT 8TH
FLOOR DBP HEAD OFFICE**

5. In order to assure that manufacturing defects shall be corrected by the supplier, a warranty shall be required from the contract awardee for a minimum period of **one (1) year** after completion/acceptance by the procuring entity of the delivered items.

V. PAYMENT

1. The payment shall be processed after completion of the project subject to submission of the following documents:
 - Letter of Request for Payment
 - Project Pictures
 - Invoice
 - Billing Statement/Statement of Account
 - Certificate of Completion/Acceptance provided by DBP
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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

VI. DOCUMENTARY REQUIREMENTS

Interested supplier/s must submit the following documents:

- Proposal/Quotation
 - Proof of PhilGEPS Registration
 - 2025 Mayor's/Business Permit
 - Income/Business Tax Return
 - Omnibus Sworn Statement
 - Secretary's Certificate (for supplier under partnership/corporation)
 - Signed Data Privacy Consent Form
- end-

Recommended by:

SIGNED

SM ALBERTO SANTIAGO A. BERMEJO
OIC, CFMD

(Per Sector Order No. 513 Dated 20 August 2025)

Approved by:

SIGNED

SVP RONALDO U. TEPORA
OIC, PFMG

(Per Office Order No. 283 Dated 20 June 2025)

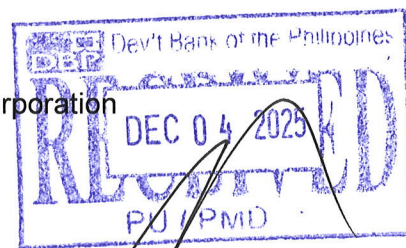
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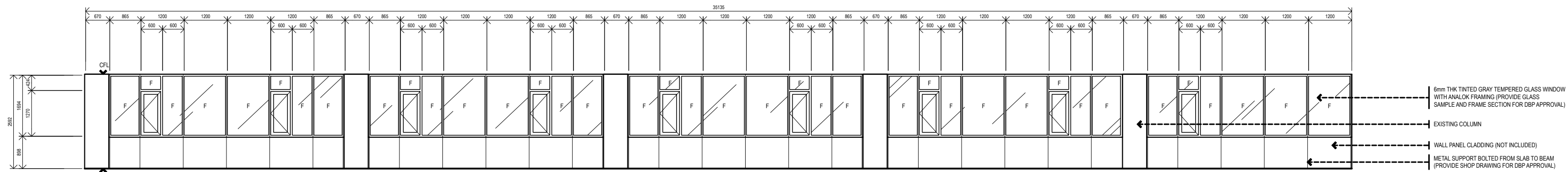
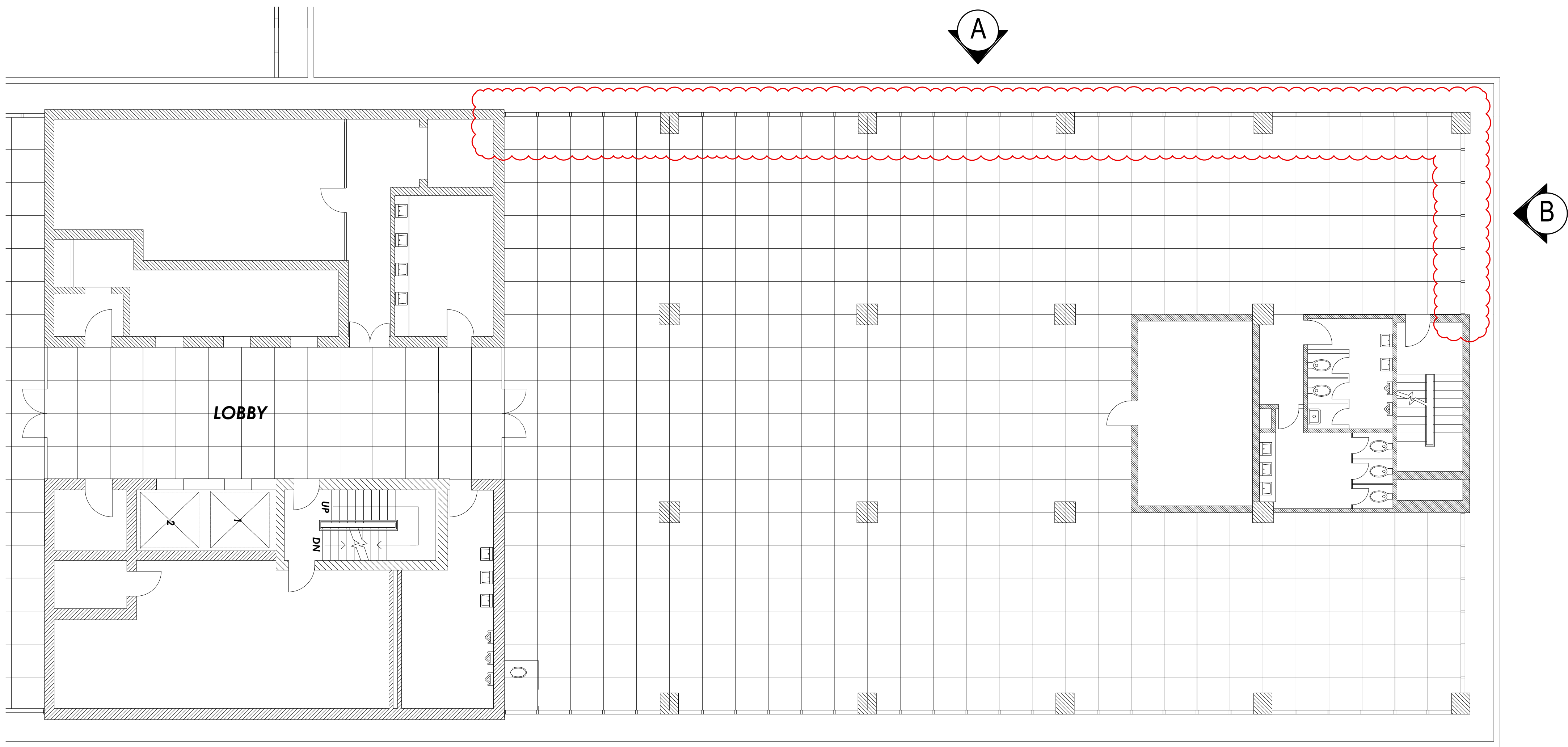
Company: _____

Signature over

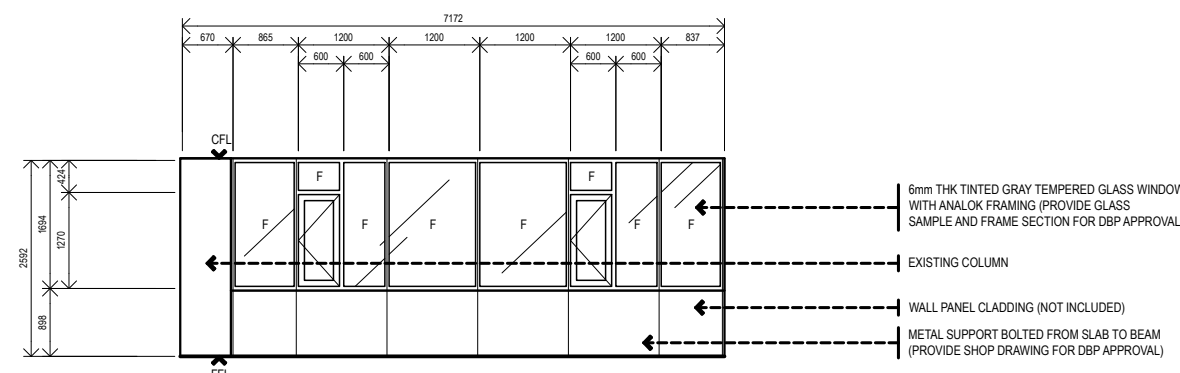
Printed Name: _____

Date: _____





ELEVATION A



ELEVATION B

NOTE:
1. SUPPLIER SHALL CONDUCT ACTUAL SITE INSPECTION, VERIFY ACTUAL MEASUREMENTS AND SWING OF OPERABLE WINDOWS
2. SUPPLIER SHALL PROVIDE SHOP DRAWINGS FOR DBP APPROVAL.

8TH FLOOR DBP HEAD OFFICE LAYOUT (MAKATI AVENUE WING)

N T S



Name of Project	Supply, Delivery and Installation of Framed Glass Windows at 8th Floor DBP Head Office
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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.