



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	VARIOUS OFFICE EQUIPMENT, FURNITURES AND FIXTURES	PHP 237,500.00
		<i>Mid Back Chair</i>	<i>25,000.00</i>
		<i>Visitor's Chair</i>	<i>56,000.00</i>
		<i>Clerical Chair</i>	<i>86,500.00</i>
		<i>Conference Table with six (6) Conference Chairs</i>	<i>25,000.00</i>
		<i>4-layers steel filling cabinet</i>	<i>15,000.00</i>
		<i>Movable TV Rack (heavy-duty)</i>	<i>5,000.00</i>
		<i>Adding Machine with tape</i>	<i>25,000.00</i>

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 accepted]
- ☒ 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



(02) 8818-9511



info@dbp.ph



www.dbp.ph



P.O. Box 1996, Makati Central Post Office 1200
Makati City



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12707126
Procuring Entity DEVELOPMENT BANK OF THE PHILIPPINES - BBG - SOUTH LUZON
Title Procurement of One (1) lot - Supply and Delivery of Various Office Equipment, Furniture and Fixtures for DBP BBG Southern Luzon Branches
Area of Delivery Philippines

Solicitation Number:	2025-015 RFQ	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	13
Classification:	Goods	Bid Supplements	0
Category:	Furniture		
Approved Budget for the Contract:	PHP 237,500.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	23/12/2025
Contact Person:	Dolly Ann de Chavez Llagas Administrative Specialist Ground Floor, DBP Bldg., Merchan St., Lucena City Quezon Province Lucena City Quezon Philippines 4301 63-2-88189511 Ext.1542 63-42-3730297 dadllagas@dbp.ph	Last Updated / Time	22/12/2025 23:01 PM
		Closing Date / Time	29/12/2025 15:00 PM

Description

The Development Bank of the Philippines – BBG Southern Luzon, through the Regional Bids and Awards Committee for Southern Luzon (RBAC-SL), intends to procure one (1) lot - Supply and Delivery of Various Office Equipment, Furniture and Fixtures for DBP BBG Southern Luzon Branches with an Approved Budget for the Contract (ABC) of Two Hundred Thirty Seven Thousand Five Hundred Pesos Only (P237,500.00).

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	UOM	Budget (PHP)
1	Various Office Equipment, Furniture and Fixtures	Supply and Delivery of Various Office Equipment, Furniture and Fixtures for DBP BBG Southern Luzon Branches	1	Lot	237,500.00

Other Information

Please contact Regional BAC Secretariat (Assistant Manager Janice D. Vizconde or Ms. Dolly Ann D. Llagas) for further details. You may call (042) 3730297 / (02) 88189511 local 1542 email at slbg@dbp.ph / dadllagas@dbp.ph / jdvizconde@dbp.ph.

Created by Dolly Ann de Chavez Llagas

Date Created 22/12/2025

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.

DBP FINANCIAL PROPOSAL FORM

For: Development Bank of the Philippines

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

- We have examined the Request for Quotation and its attachments (collectively, "RFQ")
- 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)	
		Unit Price	Amount
VARIOUS OFFICE EQUIPMENT, FURNITURES AND FIXTURES	PHP 237,500.00		
<i>Mid Back Chair</i>	<i>25,000.00</i>		
<i>Visitor's Chair</i>	<i>56,000.00</i>		
<i>Clerical Chair</i>	<i>86,500.00</i>		
<i>Conference Table with six (6) Conference Chairs</i>	<i>25,000.00</i>		
<i>4-layers steel filing cabinet</i>	<i>15,000.00</i>		
<i>Movable TV Rack (heavy-duty)</i>	<i>5,000.00</i>		
<i>Adding Machine with tape</i>	<i>25,000.00</i>		
TOTAL AMOUNT IN FIGURES:			
TOTAL AMOUNT IN WORDS:			

- 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;
- 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;
- Until a formal Purchase Order is prepared and executed, this Financial Proposal, together with your written acceptance thereof, shall be binding upon us;
- We understand that you are not bound to accept the Lowest Calculated Quotation or any Quotation/Proposal you may receive;
- 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;
- We acknowledge that failure to sign each page of this Financial Proposal Form, shall be aground for the rejection of our Quotation/Proposal;
- We acknowledge that we indicated the amount of our total bid price in figures and in words;
- 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
- 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.

Signature over Printed Name of the Supplier's
Authorized Representative/Designation

PhilGEPS Registration Number: _____

Name of Company/Business Name

Address

Telephone No. : _____
Cellphone No. : _____
Email Address : _____
Date : _____



DEVELOPMENT BANK OF THE PHILIPPINES

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Makati Avenue, Makati City, Philippines



TECHNICAL SPECIFICATIONS

PROJECT : ONE (1) LOT SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT, FURNITURES AND FIXTURES FOR BBG SOUTHERN LUZON BRANCHES

I. APPROVED BUDEGET FOR THE CONTRACT

Description	Quantity	Total Cost Inclusive of All Applicable Taxes
VARIOUS OFFICE EQUIPMENT, FURNITURES AND FIXTURES	ONE (1) LOT	PHP 237,500.00
<i>Mid Back Chair</i>	5	25,000.00
<i>Visitor's Chair</i>	16	56,000.00
<i>Clerical Chair</i>	17	86,500.00
<i>Conference Table with six (6) Conference Chairs</i>	1	25,000.00
<i>4-layers steel filing cabinet</i>	1	15,000.00
<i>Movable TV Rack (heavy-duty)</i>	1	5,000.00
<i>Adding Machine with tape</i>	5	25,000.00

II. TECHNICAL SPECIFICATIONS

Description	See Annexes
Mid Back Chair	A
Visitor's Chair	B
Clerical Chair	C
Conference Table with six (6) Conference Chairs	D and E
4-layers steel filing cabinet	F
Movable TV Rack (heavy-duty)	G
Adding Machine with tape	H

III. DELIVERY ADDRESS

IV.

Delivery Address	Qty	Items
DBP Bacoar Branch, Unit 2, Sidcor Bldg., Molino Blvd., Bayanan, Bacoar City, Cavite,	5 units	Mid Back Chair
	4 units	Visitors Chair
DBP Batangas Branch, National Highway, Brgy. Kumintang Ibaba, Batangas City	1 unit	4 -layer steel filing cabinet
	1 unit	Conference table
	6 units	Conference Chair
	3 units	Clerical Chair
	4 units	Visitor's Chair
BBG-Southern Luzon Office of the Head, G/F DBP Building, Merchan St., Brgy.9, Lucena City, Quezon	1	Movable TV Rack

DBP Puerto Princesa City, Rizal Avenue, Brgy. Maningning, Puerto Princesa City, Palawan	7 units	Clerical Chair
	4 units	Visitor's Chair
	2 units	Adding Machine with tape
DBP Romblon Branch, DBP Bldg., Zaragoza St., Brgy. Capaclan, Romblon	7 units	Clerical Chair
DBP Taytay-Palawan Branch, G/F RIKC Building, Corner Sto. Domingo St. & National Highway, Brgy. Poblacion, Taytay, Palawan	4 units	Visitors Chair
DBP Santa Rosa, G/F Angelica Commercial Building, Brgy. Tagapo, City of Sta. Rosa, Laguna	3 units	Adding Machine with tape

V. DELIVERY PERIOD

Based on the schedule stated in the Purchase Order

VI. LIQUIDATED DAMAGES

When the Supplier fails to satisfactory deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Supplies shall be liable for damages for the delay and shall pay DBP liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DBP.

The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the DBP shall rescind the Contract, without prejudice to other courses of action and remedies open to it.

VII. WARRANTY

1. One (1) year warranty upon final acceptance of the project. If ever the items developed trouble and/or malfunction within the warranty period, the same shall be repaired/parts replaced free of charge and its warranty be extended until such time the supplier completed the repair.
2. Cost of transportation shall be for the account of supplier.

VIII. PAYMENT

One-time, full payment shall be issued upon complete delivery and acceptance of the item,

IX. GENERAL CONDITIONS

1. The Supplier shall be fully responsive for the safety of its personnel and clearly understands and agrees that no employer-employee relationship shall exist between the supplier's work force and the DBP

Any damage caused by supplier or its personnel to any property of DBP or injury or death to a third party shall be their sole responsibility shall pay the cost or shoulder the burden thereof.

2. The DBP shall be free and made harmless from all kind of claims, damages, and liabilities arising from the supplier's mishandling of the items and or injuries of its personnel.

Recommended by:

~~-original signed-~~
DOLLY ANN D. LLAGAS
Purchasing Staff – BBGSL

~~-original signed-~~
AM JANICE D. VIZCONDE
Technical Assistant, Branch Operations

Approved by:

~~-original signed-~~
VP CHED B. SY
OIC, BBG Southern Luzon

TECHNICAL SPECIFICATIONS
MID-BACK CHAIR

Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.
- Color : Blue

Dimensions

- Seat : minimum of 500 mm x 470 mm
- Backrest : minimum of 550 mm x 500 mm
- Height : minimum of 901 mm (adjustable)
- Size Tolerance : ± 25.4 mm in either direction

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers for evaluation on your end.

**TECHNICAL SPECIFICATIONS
VISITOR'S CHAIR**

Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; without armrest; gauge 18 steel with 5/8" round-tubular construction chrome finish (sled type leg) and poly floor glides.
- Color : Blue
- Dimensions : minimum of 584 mm (W) x 584 mm (D) x 762 mm (H)
- Seat : minimum of 420 mm x 420 mm
- Foam Thickness : 1.5 inches
- Size Tolerance : ± 25.4 mm in either direction

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers for evaluation on your end.

TECHNICAL SPECIFICATIONS

CLERICAL CHAIR

Specification:

- Description : Fabric moulded foam-cushion upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.
- Color : Blue

Dimensions

- Seat : minimum of 500 mm x 450 mm
- Backrest : minimum of 450 mm x 500 mm
- Height : minimum of 800 mm (adjustable height)
- Size Tolerance : ± 25.4 mm in either direction

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers for evaluation on your end.

TECHNICAL SPECIFICATIONS CONFERENCE TABLE

Specification:

- Description : 30mm thk. MDF countertop in high pressure laminate (HPL) finish with 75 mm diameter grommet holes, PVC edging and tubular steel frame leg in powder coated finish color beige.
- Color : Light Gray
- Size 8-seater : 3200 mm (L) x 1400 mm (W) x 760 mm (H)

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers for evaluation on your end.

TECHNICAL SPECIFICATIONS

Annex E

(For rectangular conference table)
CONFERENCE CHAIR

Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; gas lift; without arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.
- Color : Blue

Dimensions

- Seat : minimum of 500 mm x 470 mm
- Backrest : minimum of 550 mm x 500 mm
- Height : minimum of 901 mm (adjustable)
- Size Tolerance : ± 25.4 mm in either direction

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers for evaluation on your end.

TECHNICAL SPECIFICATIONS
4-LAYER LATERAL FILING CABINET

Specification:



- Materials : Cold-rolled steel plate gauge #20
- Finish : Powder coated with anti-rust protection
- Features : Recessed handle, centralized locking system with black plastic divider per drawer
- Color : Light Gray
- Dimensions : 900 mm (W) x 450 mm (D) x 1320 mm (H);
Size tolerance (± 25.4 mm in either direction)

Note : Design should be the same or similar as the attached photo.

Technical Specifications
Moveble TV Rack (Heavy-duty)



2 M 10 THICKENED (TWO TRAYS)	
PRODUCT MATERIAL :	COLD ROLLED STEEL
APPLICABLE HOLE SPACING:	WITHIN 60*40M
MEASURED LOAD-BEARING:	250KG
ANGLE ADJUSTMENT :	Moveable from left to right, up and down
TV ADJUSTMENT RANGE :	CENTERED ON TV
Upqraded TV stand	

TECHNICAL SPECIFICATIONS**Adding Machine with Tape**

Color	White
Calculator Type	Printing
Power Source	AC Supply
Number of Batteries	1 Nonstandard Battery batteries required.

About this item

- **LARGE 12-DIGIT LED DISPLAY** – Clear and easy-to-read screen for efficient calculations.
- **FAST 8.0 LINES PER SECOND THERMAL PRINTER** – No ink required, with auto-adjusting text size for improved readability.
- **COST/SELL/MARGIN KEYS** – Enter two values to automatically calculate the third for quick profit analysis.
- **ADVANCED BUSINESS FUNCTIONS** – Includes Time/Date, 4-key independent memory, item count, grand total, and non-add key.
- **USES 2-1/4" THERMAL PAPER ROLLS** – Compatible with standard thermal rolls for easy replacement



DEVELOPMENT BANK OF THE PHILIPPINES

PRIVACY CONSENT FORM
Bids/Procurement

Name of Project	ONE (1) LOT SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT, FURNITURES AND FIXTURES FOR BBG SOUTHERN LUZON BRANCHES
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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.

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*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) *Carefully examine all of the Bidding Documents;*
 - b) *Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;*
 - c) *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 _____.



DEVELOPMENT BANK OF THE PHILIPPINES

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.
5. **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/Designation**



(02) 8-818-9511



info@dbp.ph



www.dbp.ph



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