



DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



REQUEST FOR QUOTATION

Supply and Delivery of Machine Dryer

Procuring Entity : DBP Head Office
Solicitation Number : P-OH~PFMG-26-00035
Date of Posting/Canvass : 04/01/2026
Deadline of Submission : 04/07/2026 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱209,985.00

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 without brand and model and incomplete documentary requirement shall not be considered for evaluation.**

Documentary Requirements:

1. Signed Formal Quotation/Proposal (using Supplier's Letterhead) indicating the brand and model no. being offered to prove compliance to the required technical specifications;
2. Proof of PhilGEPS Registration;
3. Valid/Updated (2026) Mayor's/Business permit;
4. Omnibus Sworn Statement [with eleven (11) statements] (For ABC's above P50K);
5. Secretary's Certificate as applicable for Partnership and Corporation;
6. Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page); and
7. 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:

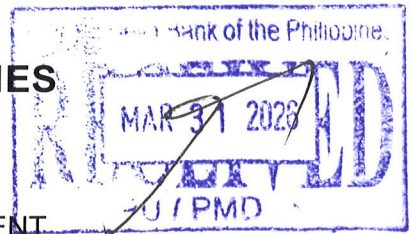
EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

PROJECT: SUPPLY AND DELIVERY OF THREE (3) UNITS MACHINE DRYER



I. APPROVED BUDGET FOR THE CONTRACT (ABC) IN PESOS: TWO HUNDRED NINE THOUSAND NINE HUNDRED EIGHTY-FIVE PESOS (P209,985.00)@69,995.00 EACH INCLUSIVE OF VAT/APPLICABLE TAXES AND OTHER CHARGES.

II. TECHNICAL SPECIFICATIONS

Descriptions	Specification
Load Type	Front loader
Type of Technology	Inverter
Drying Capacity (minimum)	10 Kilograms (kg)
Power Capacity(minimum)	1,000 watts (W) or equivalent
Voltage	220–240 Volts (V)

III. CONDITIONS OF THE CONTRACT

1. The Supplier shall ensure that the items delivered are brand new and in accordance with the specifications required by the DBP. The DBP has the right to reject delivery if items delivered are found to be defective and not in accordance with the required specifications.
2. Supplier must ensure the machine dryers are brand new, in conformance to the Philippine National Standards (PNS) and in compliance with the Bureau of Philippine Standard (BPS) Mandatory Product Certification Schemes whether locally manufactured or imported.
3. The DBP may terminate/cancel the Purchase Order (PO) when the supplier fails to deliver, perform, and comply with its obligations.
4. **Delivery Period:** The supplier shall deliver the items within THIRTY (30) CALENDAR DAYS; after the receipt of Purchase Order (PO)/Notice to Proceed.
5. **Delivery Site:** DBP Head Office Building, Basement, Receiving section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD) Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
6. **Warranty:** One (1) year on parts and services, minimum of eight (8) years on motor.
7. **Retention:** The obligation of the warranty shall be covered by a retention money equivalent to 1% of the total contract price. The retention money shall only be released one (1) year after completion of delivery. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
8. DBP shall promptly notify the Supplier in the writing of any claims of arising under this warranty (Notice of Defect). Upon receipt of such notice, the supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace the defective item or part thereof, without additional cost to Bank.

Conformed by:

Company: _____

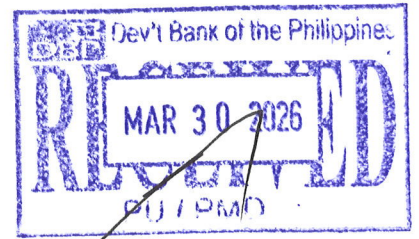
Signature over

Printed Name: _____

Date: _____

A handwritten signature or mark in blue ink, possibly initials, located at the bottom center of the page.

TERMS OF REFERENCE
Supply and Delivery of Three (3) units Machine Dryer



IV. PAYMENT TERMS

1. No Down payment/advance payment
2. Payment shall be processed after completion of delivery and subject to submission of complete documents such as:
 - a. Delivery Receipt
 - b. Invoice/Billing Statement
 - c. Certificate of Acceptance/Completion
 - d. Warranty Certificate
3. For every day of delay, 1/10 of 1% (0.001) of the price of the undelivered quantity shall be deducted from the payment in case the Supplier fails to deliver the items on time.

V. DOCUMENTARY REQUIREMENTS FOR INTERESTED/PROSPECTIVE SUPPLIERS:

1. Quotation/Proposal (indicate the Brand and Model with Technical Specifications to verify compliance with DBP requirements)
2. Proof of PhilGEPS Registration
3. 2026 Mayors/Business Permit
4. Signed DBP Data Privacy Consent Form
5. Secretary's Certificate (for suppliers under partnership/corporation)
6. Omnibus Sworn Statement

-end-

Recommended by:

SIGNED

ENGR. JOSE FRANCISCO E. PEREZ

SM-OIC, BPMU-PFMG

(Per Office Order No.325 dated July 14, 2025)

Approved by:

SIGNED

SVP RONALDO U. TEPORA

OIC, PFMG

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

Conformed by:

Company: _____

Signature over
Printed Name: _____

Date: _____



Name of Project	Supply and Delivery of Machine Dryer
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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.