



REQUEST FOR QUOTATION

Supply, Delivery and Installation of Modular Furniture

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-26-00010
Date of Posting/Canvass : 03/12/2026
Deadline of Submission : 03/18/2026 (01:00 PM)
Approved Budget for the Contract (ABC) : ₱1,963,650.00

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 (2026) Mayor's/Business permit;
- Omnibus Sworn Statement (11 Statements);
- Secretary's Certificate (for Supplier under Partnership/Corporation)
- Latest Income/Business Tax Return (ITR);
- Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);
- Accomplished and Signed DBP Privacy Consent Form (with date, name and signature of Supplier's Authorized Representative); and
- Certificate of Site Inspection to be issued by PCMU-CFMD

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

CLYD JUSTINE U. ESGUERRA / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0999-923-8631



PROJECT : SUPPLY, DELIVERY AND INSTALLATION OF MODULAR FURNITURE
LOCATION : 8/F DBP HEAD OFFICE, MAKATI AVE. WING, MAKATI CITY
SUBJECT : TERMS OF REFERENCE

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

I. APPROVED BUDGET FOR THE CONTRACT:

ONE MILLION NINE HUNDRED SIXTY-THREE THOUSAND SIX HUNDRED FIFTY PESOS -
Php 1,963,650.00 (inclusive of VAT/applicable taxes) and other charges.

II. TECHNICAL SPECIFICATIONS:

1. DEALING ROOM/TRADING DESKS (6-Seater) - 2 units (See Annex A-a)

- Dimension : 5100 mm (L) x 1800 mm (W) x 750 mm (H) - Main Worktop
Tabletop : 25mm thk. In E0-grade Melamine (Wood Grain/Solid Color); capable of carrying multi-monitor set-up (max. 4 monitors); provide grommet holes
Base : U-leg steel base (Black/White) with cable tray in powder coated finish with front modesty panel in Melamine (Black/White) finish with PVC edge banding; with Cable Management Tray
Type : Free-standing

2. DEALING ROOM/TRADING DESKS (3-Seater) - 2 units (See Annex A-b)

- Dimension : 5100 mm (L) x 900 mm (W) x 750 mm (H) - Main Worktop
Tabletop : 25mm thk. In E0-grade Melamine (Wood Grain/Solid Color); capable of carrying multi-monitor set-up (max. 4 monitors); provide grommet holes
Base : U-leg steel base (Black/White) with cable tray in powder coated finish with front modesty panel in Melamine (Black/White) finish with PVC edge banding; with Cable Management Tray
Type : Free-standing

3. BLOOMBERG DESK - 1 unit (See Annex A-c)

- Dimension : 1800 mm (L) x 600 mm (W) x 750 mm (H) - Main Worktop
Tabletop : 25mm thk. In E0-grade Melamine (Wood Grain/Solid Color); capable of carrying multi-monitor set-up (max. 4 monitors); provide grommet holes
Base : U-leg steel base (Black/White) with cable tray in powder coated finish with front modesty panel in Melamine (Black/White) finish with PVC edge banding; with Cable Management Tray
Type : Free-standing

4. OFFICER WORKSTATIONS - 11 units (See Annex B)

- Dimension : 1100 mm (L) x 600 mm (W) x 750 mm (H) - Main Worktop
900 mm (L) x 600 mm (W) x 750 mm (H) - Side Return
2000 mm (L) x 2000 mm (W) x 750 mm (H) - Overall
Tabletop : 25mm thk. in E0-grade Melamine (Wood Grain/Solid Color) with 50 mm grommet holes
Base : Steel base (Black/White) in powder coated finish
Type : Pentagon Type
Partition : Partition shall be tile-looked system with interlocking panel system. Panel

Supp Conformed by: Furniture
Company: _____

Signature over
Printed Name: _____

Date: _____

Handwritten signature and initials

thickness shall be 50 mm and trimming shall be in aluminum alloy in powder coated finish color light gray.

- Melamine clad in Blue fabric
- Finish with clear quarter glass panel
- Trimmings should be in powder-coated Finish
- Height is 1200 mm high
- Panel raceway shall be hollow for telephone and electrical lines
- Provide Two (2) convenience outlet hole (countertop)

- Accessories : Open Bookshelf
Keyboard Tray

5. RANK & FILE WORKSTATIONS – 27 units (See Annex C-a)

- Dimension : 1500 mm (L) x 600 mm (W) x 750 mm (H) - Main Worktop
900 mm (L) x 450 mm (W) x 750 mm (H) - Side Return

1500 mm (L) x 1500 mm (W) x 750 mm (H) - Overall
- Tabletop : 25mm thk. in E0-grade Melamine (Wood Grain/Solid Color) with 50mm grommet holes
- Base : Steel base (Black/White) in powder coated finish
- Type : L-Type
- Partition : Partition shall be tile-looked system with interlocking panel system. Panel thickness shall be 50 mm and trimming shall be in aluminum alloy in powder coated finish color light gray.
 - Melamine clad in Blue fabric
 - Finish with clear quarter glass panel
 - Trimmings should be in powder-coated Finish
 - Height is 1200 mm high
 - Panel raceway shall be hollow for telephone and electrical lines
 - Provide Two (2) convenience outlet hole (countertop)
- Accessories : Keyboard Tray

6. RANK & FILE WORKSTATION (CUSTOM) – 1 unit (See Annex C-b)

- Dimension : 1200 mm (L) x 600 mm (W) x 750 mm (H) - Main Worktop
900 mm (L) x 450 mm (W) x 750 mm (H) - Side Return

1200 mm (L) x 1500 mm (W) x 750 mm (H) - Overall
- Tabletop : 25mm thk. in E0-grade Melamine (Wood Grain/Solid Color) with 50mm grommet holes
- Base : Steel base (Black/White) in powder coated finish
- Type : L-Type
- Partition : Partition shall be tile-looked system with interlocking panel system. Panel thickness shall be 50 mm and trimming shall be in aluminum alloy in powder coated finish color light gray.
 - Melamine clad in Blue fabric
 - Finish with clear quarter glass panel
 - Trimmings should be in powder-coated Finish
 - Height is 1200 mm high
 - Panel raceway shall be hollow for telephone and electrical lines
 - Provide Two (2) convenience outlet hole (countertop)
- Accessories : Keyboard Tray

7. DEPARTMENT HEAD WORKSTATIONS – 8 units (See Annex D)

- Dimension : 1600 mm (L) x 700 mm (W) x 750 mm (H) - Main Worktop

Conformed by:

St. Company: _____ Furniture

Signature over

Printed Name: _____

Date: _____

- Tabletop : 900 mm (L) x 450 mm (W) x 750 mm (H) - Side Return
25mm thk. In E0-grade Melamine (Wood Grain/Solid Color); provide 50mm grommet holes
- Base : steel base (Black/White) with cable tray in powder coated finish with front modesty panel in Melamine (Black/White) finish with PVC edge banding; with Cable Management Tray
- Type : L-Type

8. DEPARTMENT HEAD BACK TABLE – 8 units (See Annex E)

- Dimension : 1600 mm (L) x 450 mm (W) x 750 mm (H)
- Description : 25 mm thk. countertop in Melamine matte finish with PVC edging; tubular steel legs frame in powder coated finish
- Color : Wood Grain/Solid Color

9. CONFERENCE TABLE – 1 unit (See Annex F)

- Dimension : 2800 mm (L) x 1100 mm (W) x 750 mm (H)
- Description : 25 mm thk. countertop in Melamine matte finish with PVC edging; tubular steel legs frame in powder coated finish
- Color : Wood Grain/Solid Color

10. SOFA (3-Seater) – 2 units (See Annex G-a)

- Dimension : 1840 mm (L) x 820 mm (W) x 760 mm (H)
- Description : 12 mm thk. Plywood with high-density foam in fabric finish
- Framing : 19mm dia. steel pipe; 1.5mm thk.
- Color : to match existing on site

11. SOFA (2-Seater) – 4 units (See Annex G-b)

- Dimension : 1560 mm (L) x 820 mm (W) x 760 mm (H)
- Description : 12 mm thk. Plywood with high-density foam in fabric finish
- Framing : 19mm dia. steel pipe; 1.5mm thk.
- Color : to match existing on site

Note:

1. To be procured as one (1) lot.
2. Final color finishes and specifications are subjected for DBP's approval.
3. Please refer to Annexes A, B, C-a, C-b, D, E, G-a and G-b for other specifications.
4. Prospective supplier to conduct actual site inspection prior to submission of their proposal. They may coordinate with Ar. Ynah Louise G. Dela Cuadra at telephone number 8818-9511 local 2611.

III. CONDITIONS OF THE CONTRACT:

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP reserves the right to reject delivery if the item/s delivered are found to be defective or do not meet the required specifications/model.
2. DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) when the Supplier fails to deliver, perform and comply with its obligation.

Conformed by:
S Company: _____ r Furniture

Signature over
Printed Name: _____

Date: _____

- ✓ 3. **Delivery Period:** The Supplier shall complete the supply, delivery and installation of Modular Furniture within **Ninety (90) calendar days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
- ✓ 4. **Point of Delivery:** DBP Head Office Building, Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City, Philippines
- ✓ 5. **Warranty:** The warranty period shall be one (1) year from the date of acceptance of the item/s

IV. PAYMENT:

- ✓ 1.) **PAYMENT** shall be processed after completion of the project subject to submission of following complete documents:
 - Project Pictures
 - Invoice/Billing Statement
 - Certificate of Completion/Acceptance (as applicable)
 - Warranty Certificate
- ✓ 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 the 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.

V. DOCUMENTARY REQUIREMENTS

Interested Supplier/s must submit the following documents:

- ✓ • Proposal/Quotation
- ✓ • Proof PhilGEPS Registration
- ✓ • Updated/Valid 2026 Mayor's/Business Permit
- ✓ • Omnibus Sworn Statement
- ✓ • Secretary Certificate (for Supplier under Partnership/Corporation)
- ✓ • Signed DBP Data Privacy Consent Form
- ✓ • Latest Income/Business Tax Return (ITR)
- ✓ • Certificate of Site Inspection to be issued by PCMU-CFMD.

-end-

Recommended by:

SIGNED

SM EDWIN C. DIZON

OIC, CFMD

(per Office Order No. 003 dated 06 January 2026)

Approved by:

SIGNED

SVP RONALDO U. TEPORA

Concurrent OIC, PFMG

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

Conformed by:

Company: _____

Supplier

Signature over

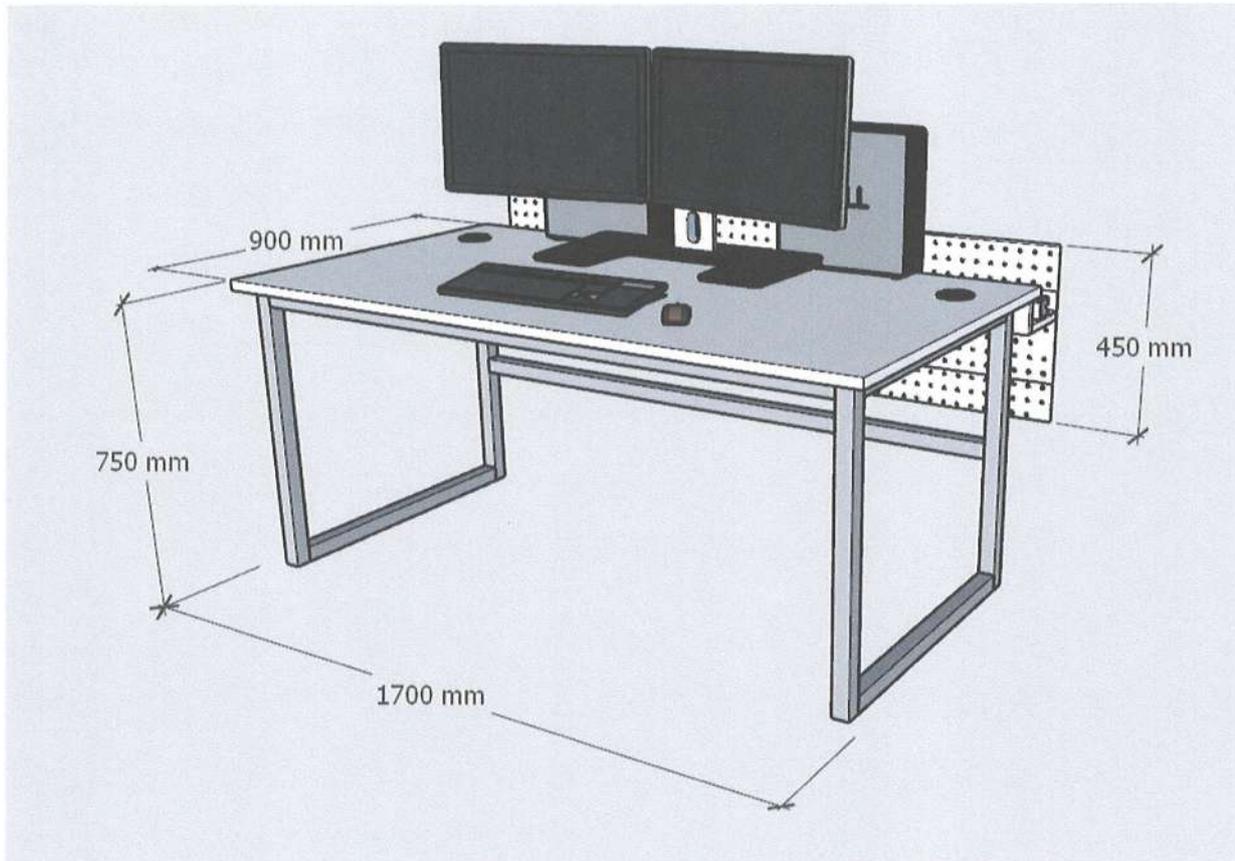
Printed Name: _____

Signature

Date: _____

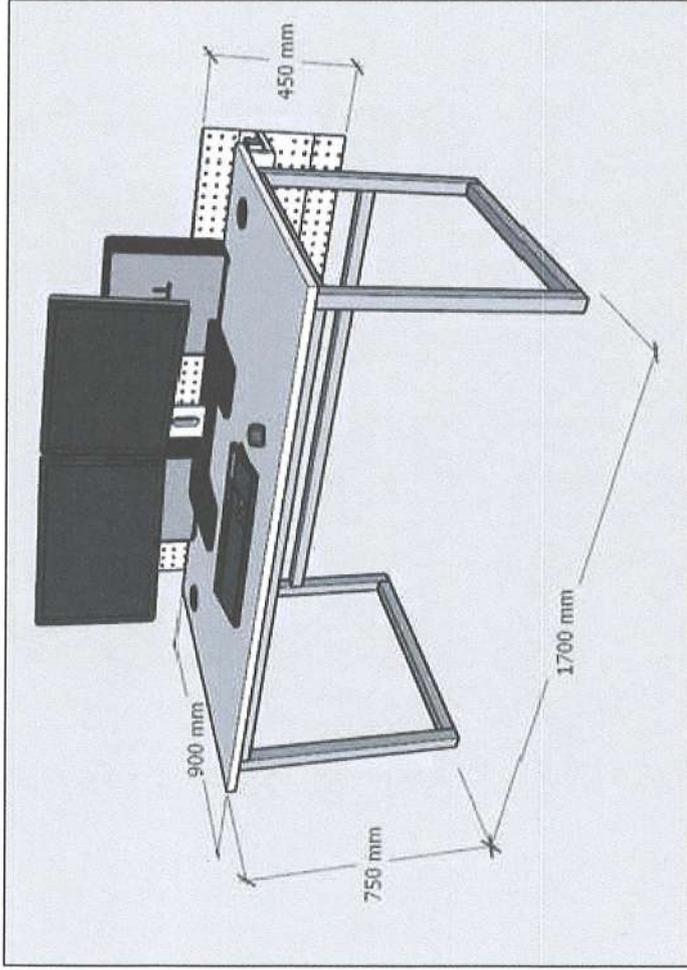
**TECHNICAL SPECIFICATIONS OF
DEALING ROOM/TRADING DESKS
(TCFS)**

MODULAR FURNITURE



Trading Desk (for 1 Pax)

- Type: Free-standing
- Dimensions: 1700 mm (L) x 900 mm (W) x 750 mm (H)
- Tabletop: 25mm thk. In. E0-grade Melamine (Wood Grain/Solid Color); capable of carrying multi-monitor set-up (max. 4 monitors); provide grommet holes
- Base: U-leg steel base (Black/White) with cable tray in powder coated finish with front modesty panel in Melamine (Black/White) finish with PVC edge banding; with Cable Management Tray



○ PERSPECTIVE

DIMENSION IN MM:
MAIN WORKTOP : 1700 X 900

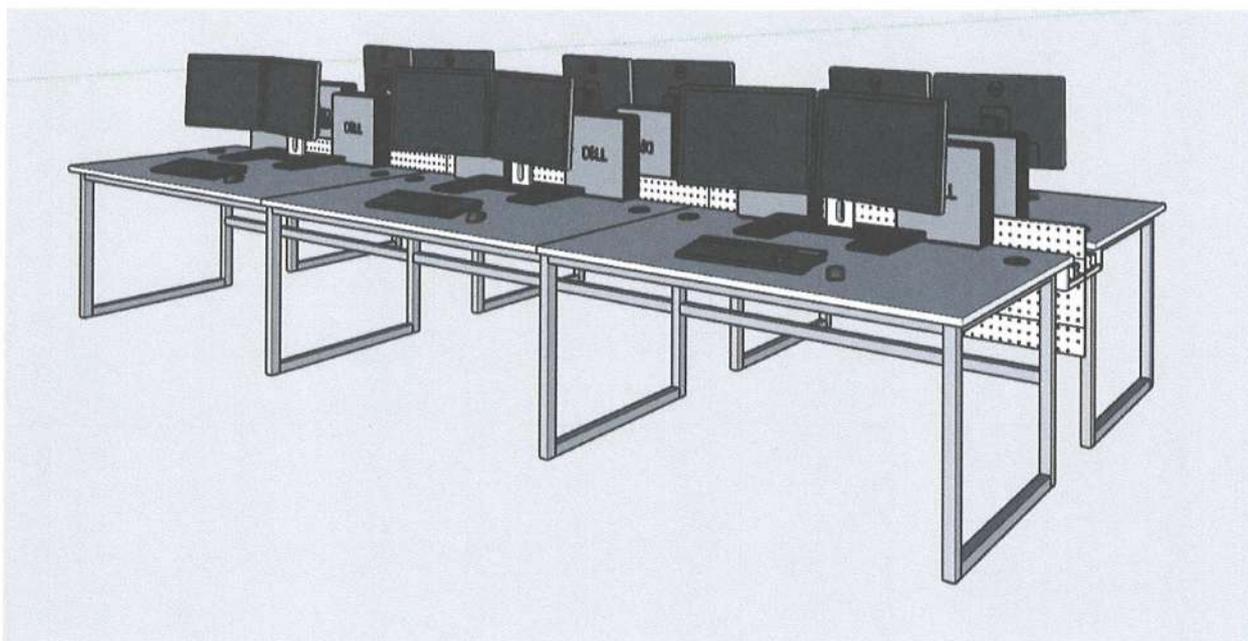


DBP HEAD OFFICE 8F

DEALING ROOM DESK (FOR 1 PAX)

TECHNICAL SPECIFICATIONS OF DEALING ROOM/TRADING DESKS (TCFS)

MODULAR FURNITURE

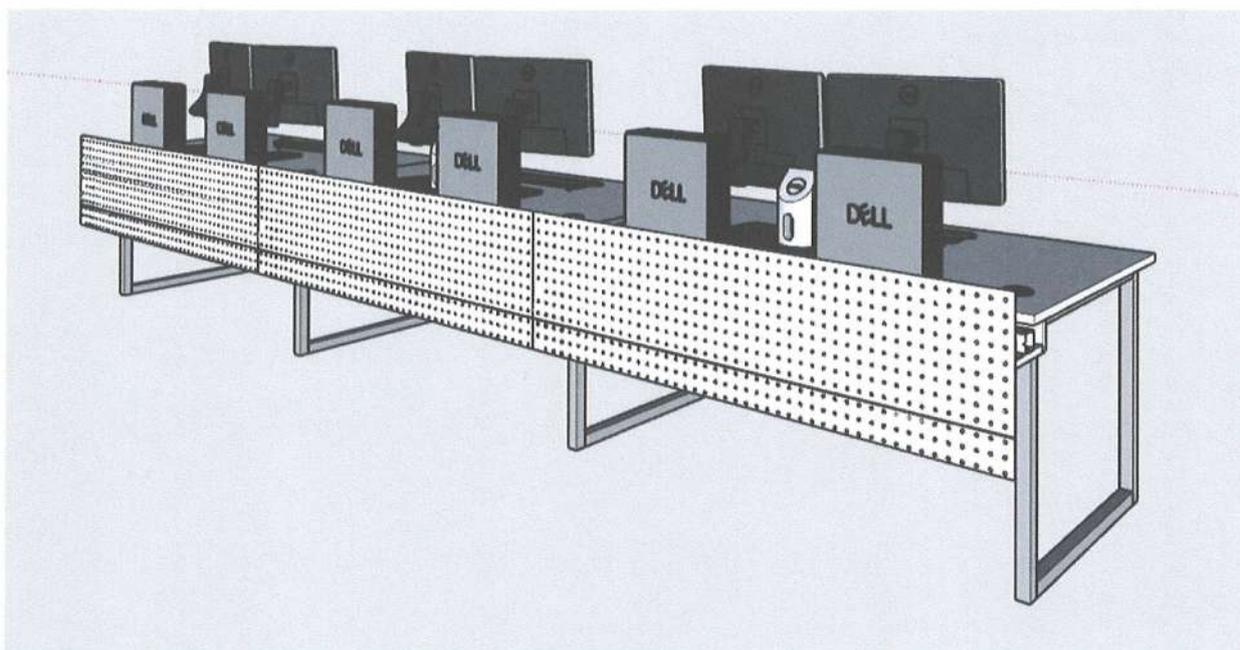


6-Seater Trading Desk

- Type: Free-standing
- Dimensions: 5100 mm (L) x 1800 mm (W) x 750 mm (H)
- Tabletop: 25mm thk. In. E0-grade Melamine (Wood Grain/Solid Color); capable of carrying multi-monitor set-up (max. 4 monitors per desk); Provide grommet holes
- Base: U-leg steel base (Black/White) with cable tray in powder coated finish with front modesty panel in Melamine (Black/White) finish with PVC edge banding; with Cable Management Tray

TECHNICAL SPECIFICATIONS OF DEALING ROOM/TRADING DESKS (TCFS)

MODULAR FURNITURE

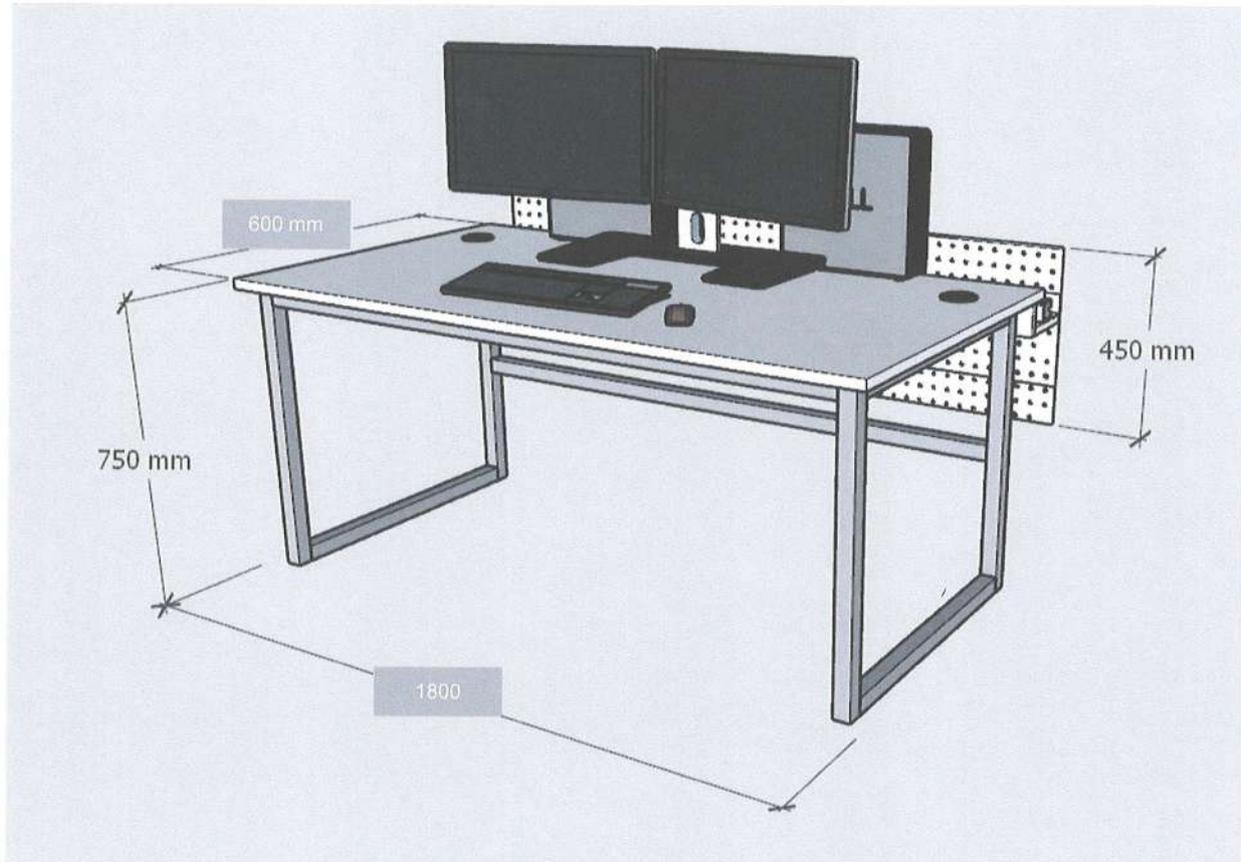


3-Seater Trading Desk

- Type: Free-standing
- Dimensions: 5100 mm (L) x 900 mm (W) x 750 mm (H)
- Tabletop: 25mm thk. In. E0-grade Melamine (Wood Grain/Solid Color); capable of carrying multi-monitor set-up (max. 4 monitors per desk); Provide grommet hole
- Base: U-leg steel base (Black/White) with cable tray in powder coated finish with front modesty panel in Melamine (Black/White) finish with PVC edge banding; with Cable Management Tray

TECHNICAL SPECIFICATIONS OF DEALING ROOM/TRADING DESKS (TCFS)

MODULAR FURNITURE



Bloomberg Desk

- Type: Free-standing
- Dimensions: 1800 mm (L) x 600 mm (W) x 750 mm (H)
- Tabletop: 25mm thk. In. E0-grade Melamine (Wood Grain/Solid Color); capable of carrying multi-monitor set-up (max. 4 monitors); provide grommet holes
- Base: U-leg steel base (Black/White) with cable tray in powder coated finish with front modesty panel in Melamine (Black/White) finish with PVC edge banding; with Cable Management Tray

**TECHNICAL SPECIFICATIONS OF
OFFICER WORKSTATION
(TCFS)**

MODULAR FURNITURE

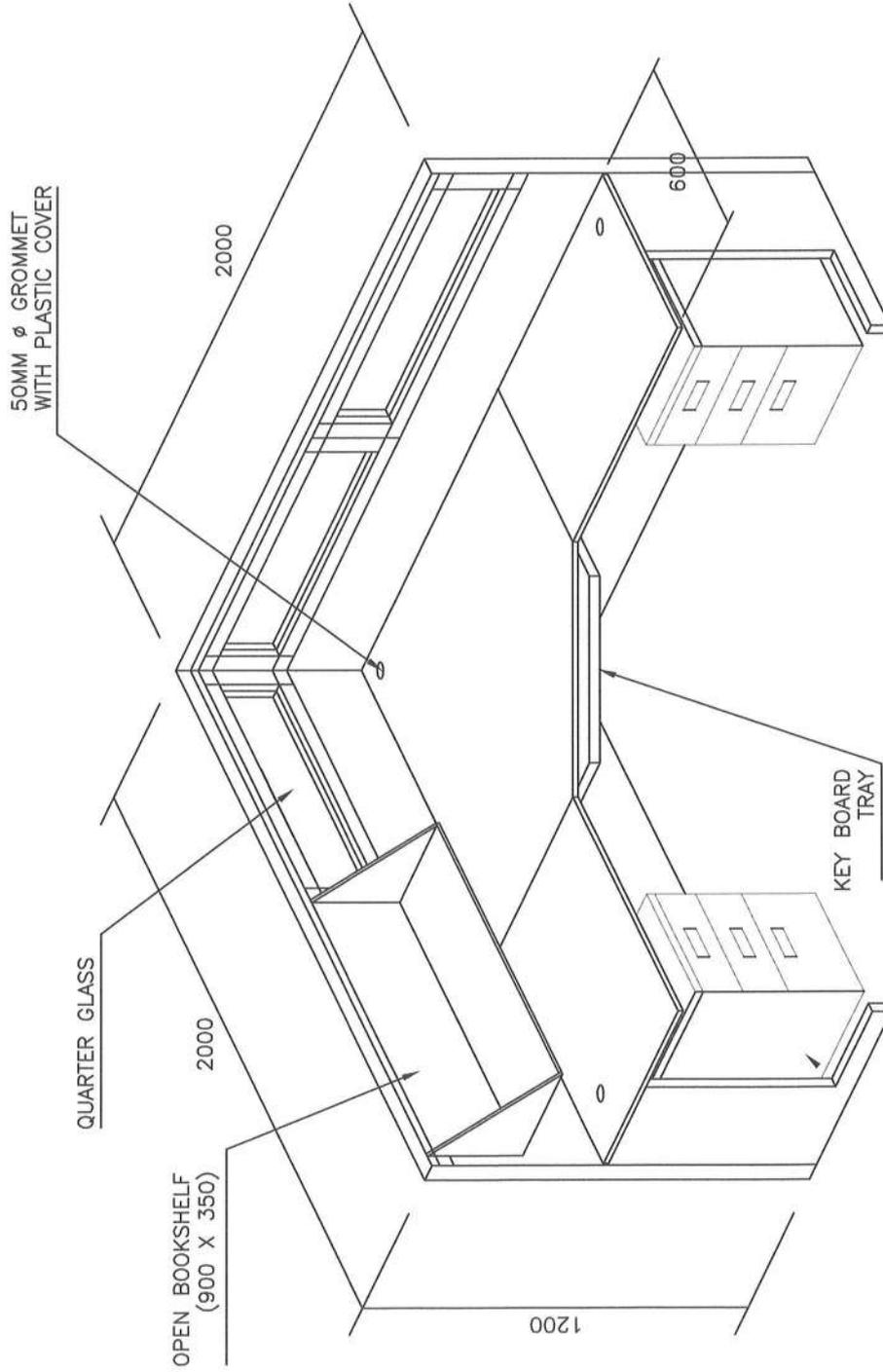


Officer Workstation

- Type : Pentagon-type
- Dimensions :
 - Main Worktop : 1100 mm (L) x 600 mm (W) x 750 mm (H)
 - Side Return : 900 mm (L) x 600 mm (W) x 750 mm (H)
 - Overall : 1100 mm (L) x 1100 mm (W) x 750 mm (H)
- Tabletop : 25mm thk. in E0-grade Melamine (Wood Grain/Solid Color) with 50mm grommet holes
- Base : Steel base (Black/White) in powder coated finish
- Partition : Partition shall be tile-looked system with interlocking panel system. Panel thickness shall be 50 mm and trimming shall be in aluminum alloy in powder coated finish color light gray.
 - Melamine clad in Blue fabric
 - Finish with clear quarter glass panel
 - Trimmings should be in powder-coated Finish
 - Height is 1200 mm high
 - Panel raceway shall be hollow for telephone and electrical lines
 - Provide Two (2) convenience outlet hole (countertop)
- Accessories : Open Bookshelf
Keyboard Tray

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

ANNEX "B"



A
WD-2

ISOMETRIC

OVERALL DIMENSION IN MM:
 MAIN WORKTOP : 1100 X 1100
 SIDE TABLE : 900 X 600



We Build Possibilities.

DBP HEAD OFFICE 8F

OFFICER WORKSTATION

**TECHNICAL SPECIFICATIONS OF
RANK AND FILE WORKSTATION
(TCFS)**

MODULAR FURNITURE

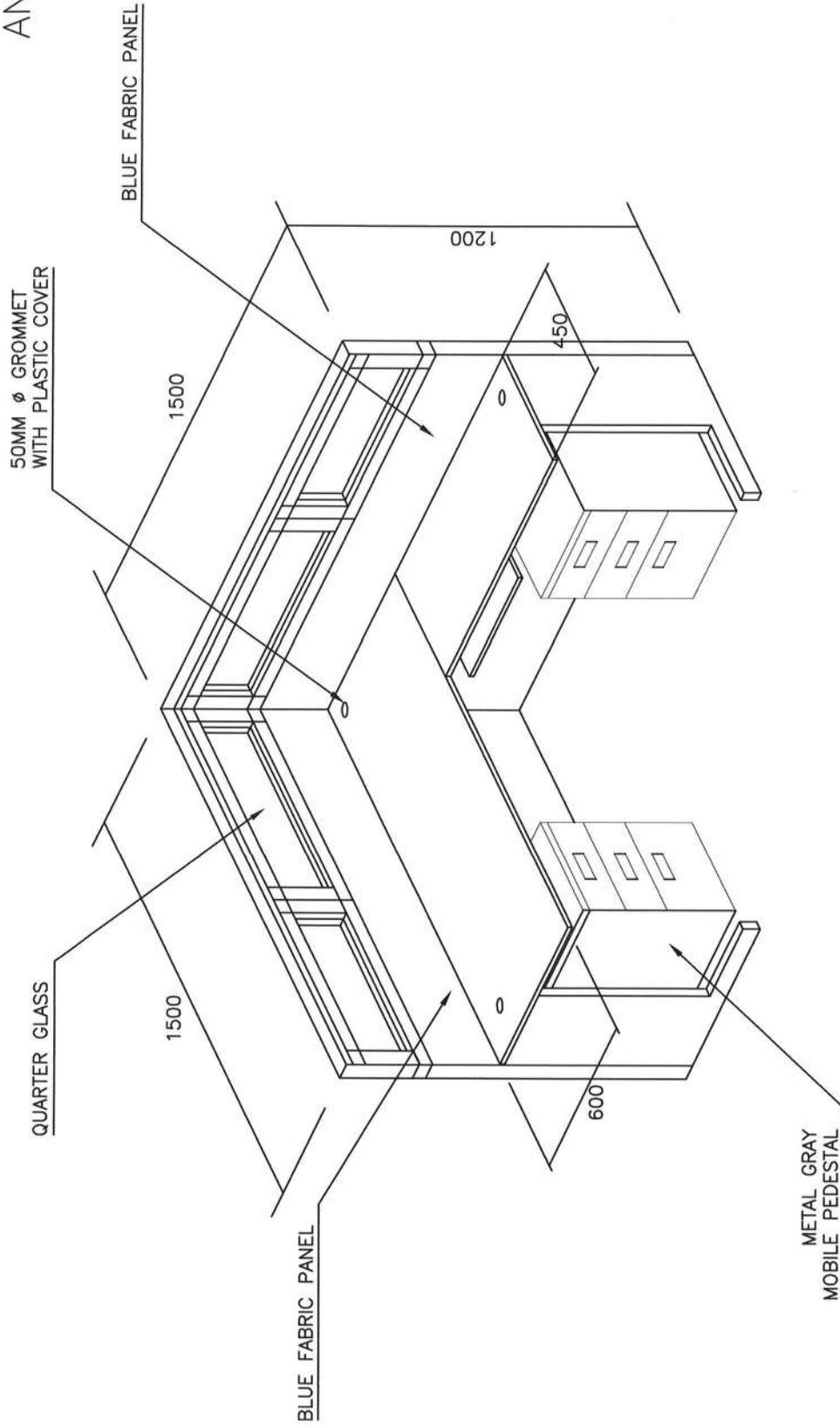


Rank and File Workstation

- Type : L-type
- Dimensions :
 - Main Worktop : 1500 mm (L) x 600 mm (W) x 750 mm (H)
 - Side Return : 900 mm (L) x 450 mm (W) x 750 mm (H)
- Overall : 1500 mm (L) x 1500 mm (W) x 750 mm (H)
- Tabletop : 25mm thk. in E0-grade Melamine (Wood Grain/Solid Color) with 50mm grommet holes
- Base : Steel base (Black/White) in powder coated finish
- Partition : Partition shall be tile-looked system with interlocking gauge panel system. Panel thickness shall be 50 mm and trimming shall be in aluminum alloy in powder coated finish.
 - Melamine clad in Blue fabric
 - Finish with clear quarter glass panel
 - Trimmings should be in powder-coated Finish
 - Height is 1200 mm high
 - Panel raceway shall be hollow for telephone and electrical lines
 - Provide Two (2) convenience outlet hole (countertop)
- Accessories : Keyboard Tray

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

ANNEX "C-d"



○ ISOMETRIC

DIMENSION IN MM:
 MAIN WORKTOP : 1500 X 600
 SIDE RETURN : 900 X 450



We Build Possibilities.

DBP HEAD OFFICE 8F

RANK & FILE WORKSTATION

**TECHNICAL SPECIFICATIONS OF
RANK AND FILE WORKSTATION
(TCFS)**

MODULAR FURNITURE

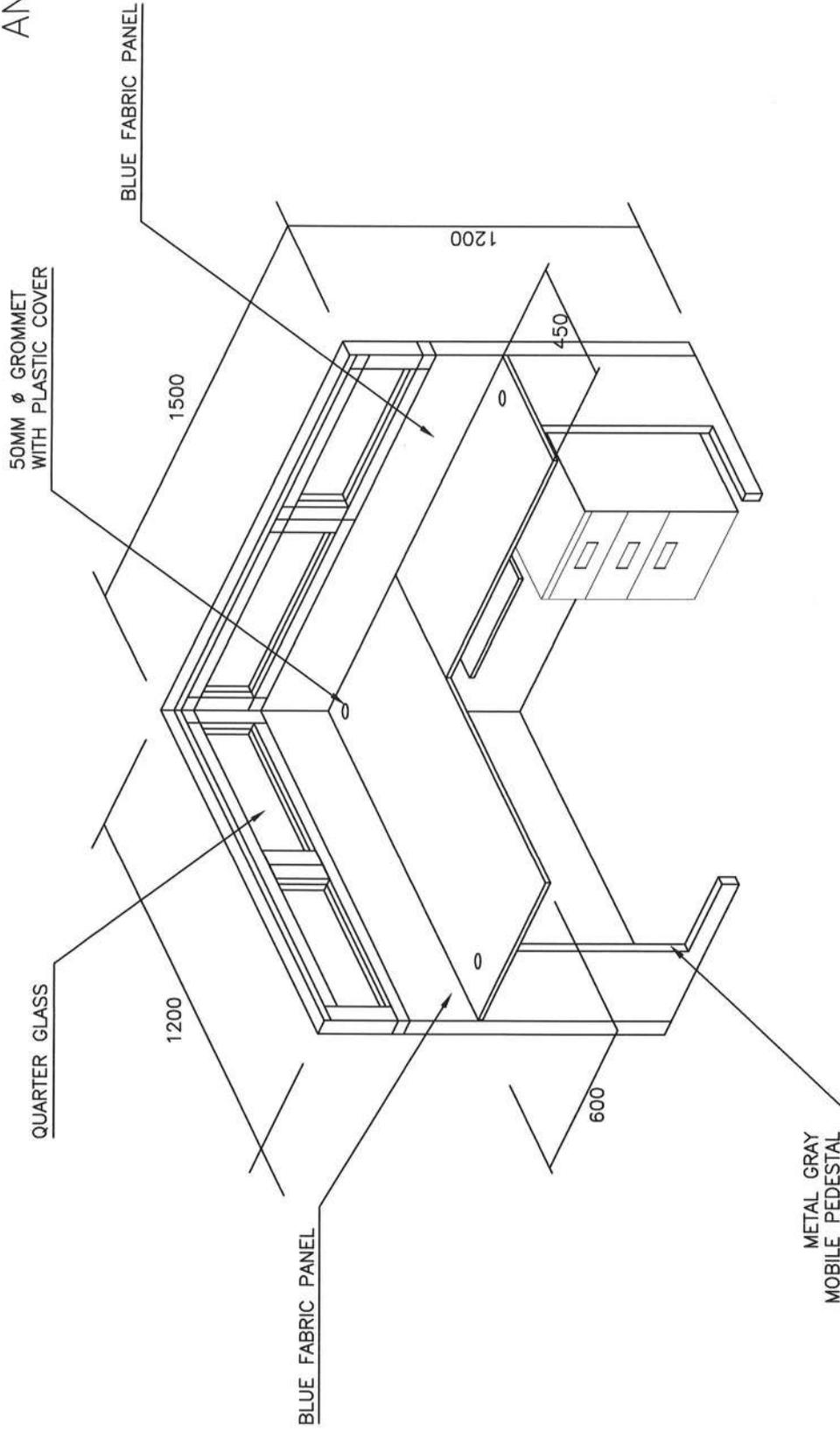


Rank and File Workstation

- Type : L-type
- Dimensions :
 - Main Worktop : 1200 mm (L) x 600 mm (W) x 750 mm (H)
 - Side Return : 900 mm (L) x 450 mm (W) x 750 mm (H)
- Overall : 1200 mm (L) x 1500 mm (W) x 750 mm (H)
- Tabletop : 25mm thk. in E0-grade Melamine (Wood Grain/Solid Color) with 50mm grommet holes
- Base : Steel base (Black/White) in powder coated finish
- Partition : Partition shall be tile-looked system with interlocking panel system. Panel thickness shall be 50 mm and trimming shall be in aluminum alloy in powder coated finish.
 - Melamine clad in Blue fabric
 - Finish with clear quarter glass panel
 - Trimmings should be in powder-coated Finish
 - Height is 1200 mm high
 - Panel raceway shall be hollow for telephone and electrical lines
 - Provide Two (2) convenience outlet hole (countertop)
- Accessories : Keyboard Tray

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

ANNEX "C-b"



○ ISOMETRIC

DIMENSION IN MM:
 MAIN WORKTOP : 1200 X 600
 SIDE RETURN : 900 X 450



We Build Possibilities.

DBP HEAD OFFICE 8F

RANK & FILE WORKSTATION (CUSTOM)

**TECHNICAL SPECIFICATIONS OF
DEPARTMENT HEAD WORKSTATION
(TCFS)**

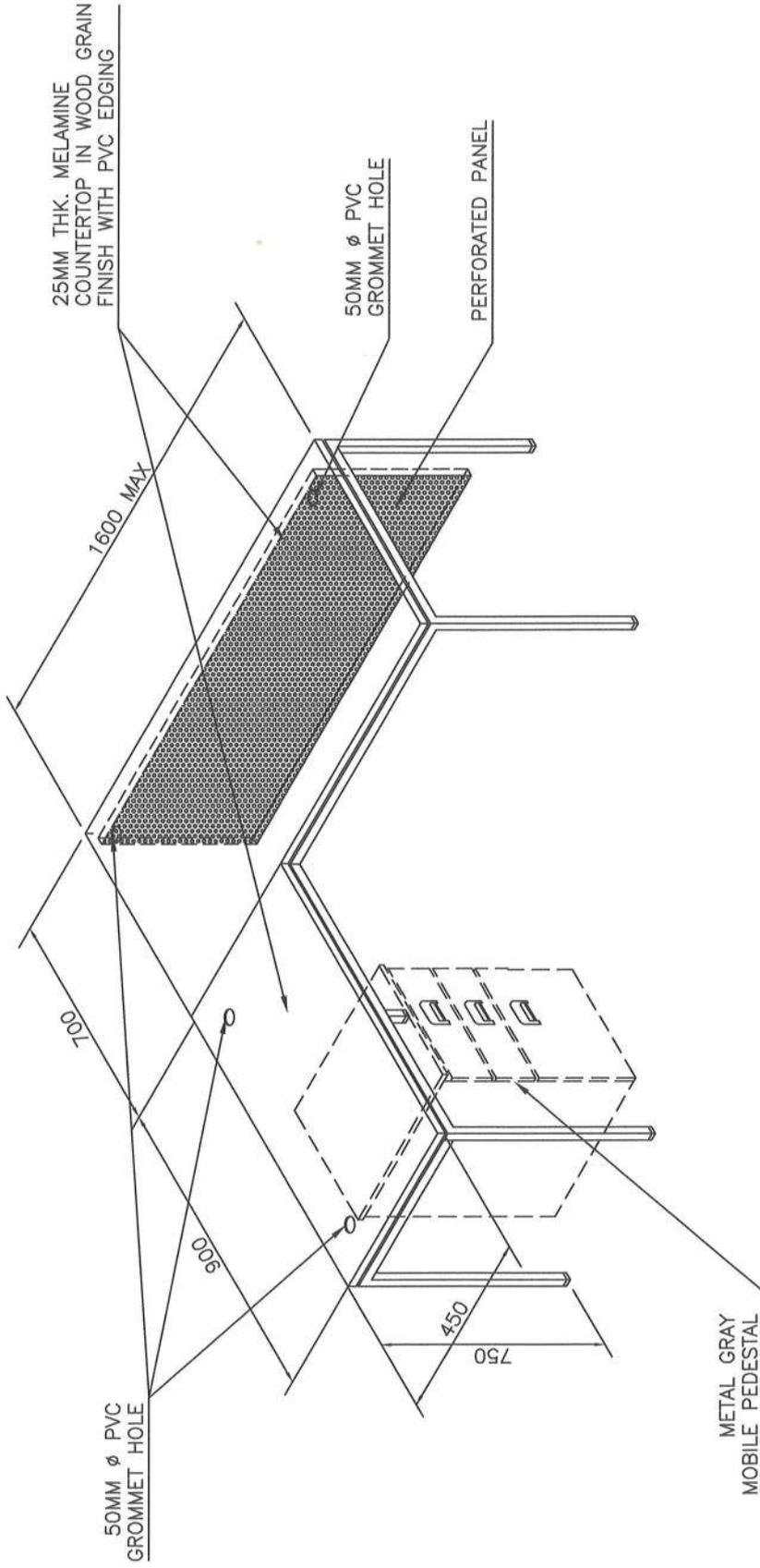
MODULAR FURNITURE



- Description : 25mm thk. in E0-grade Melamine (Wood Grain/Solid Color) with 50mm diameter grommet holes; PVC edging; tubular steel frame in powder coated finish
- Base : steel base (Black/White) with cable tray in powder coated finish with front modesty panel in Melamine (Black/White) finish with PVC edge banding; with Cable Management Tray
- Dimensions
 - Main Worktop : 1600 mm (L) x 700 mm (W) x 750 mm (H)
 - Side Return : 900 mm (L) x 450 mm (W) x 750 mm (H)

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

ANNEX "D"



DIMENSION IN MM:
MAIN WORKTOP : 1500 X 600
SIDE RETURN : 900 X 450

DEPARTMENT HEAD
WORKSTATION DETAILS

DBP HEAD OFFICE 8F



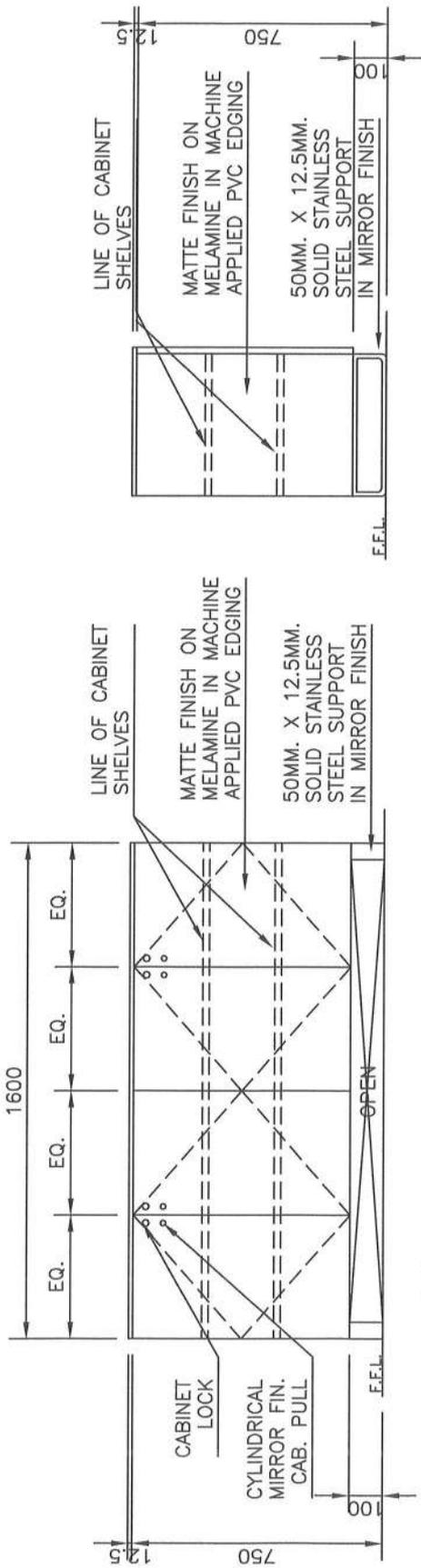
**TECHNICAL SPECIFICATIONS OF
DEPARTMENT HEAD BACK TABLE
(TCFS)**

MODULAR FURNITURE



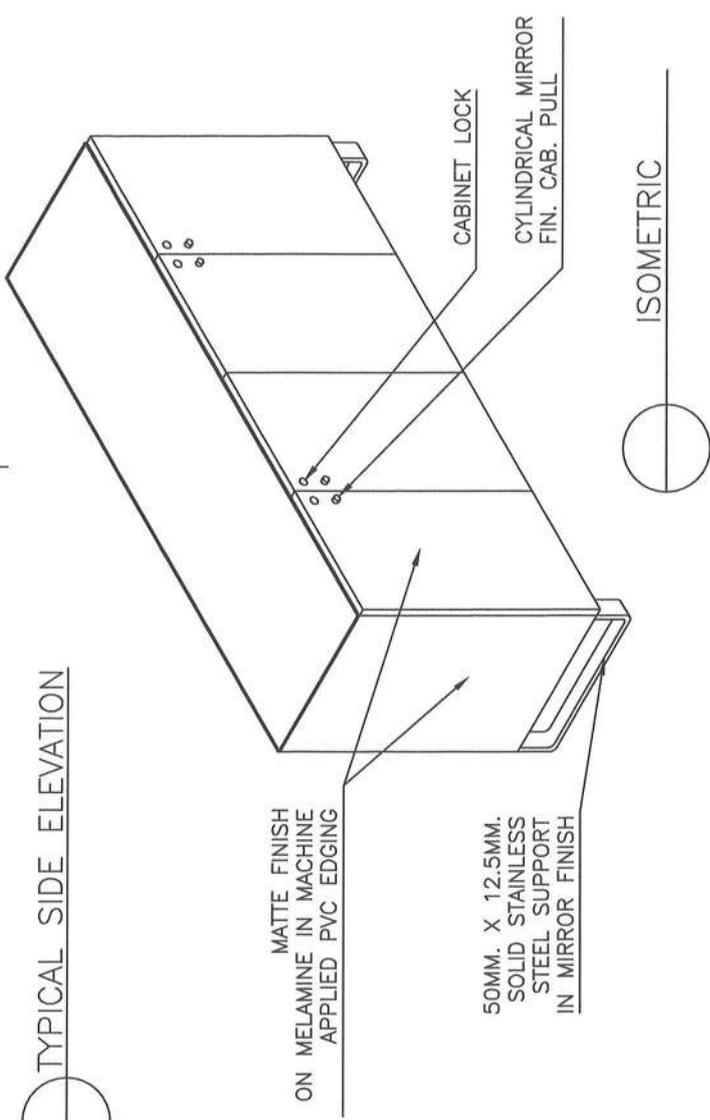
- Description : 25 mm thk. countertop in Melamine matte finish with PVC edging; tubular steel legs frame in powder coated finish
- Color : Wood Grain/Solid Color
- Dimensions : 1600 mm (L) x 450 mm (W) x 750 mm (H)

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

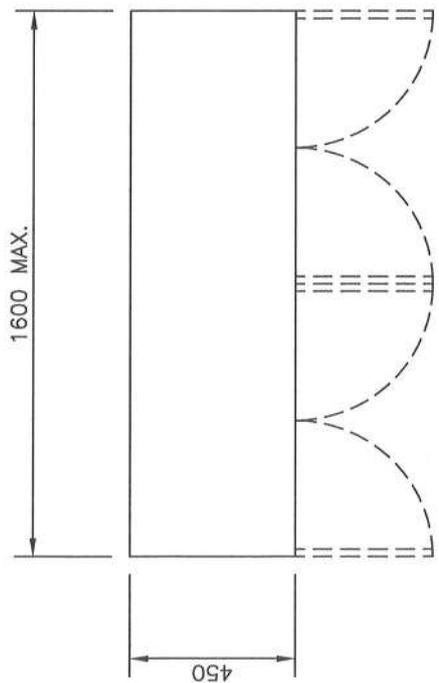


FRONT ELEVATION

TYPICAL SIDE ELEVATION



ISOMETRIC



COUNTERTOP PLAN

DEPARTMENT HEAD
BACK TABLE DETAILS

DBP HEAD OFFICE 8F

DBP
We Build Possibilities.

**TECHNICAL SPECIFICATIONS OF
CONFERENCE TABLE (8-SEATER)
(TCFS)**

MODULAR FURNITURE



- Description : 25mm thk. countertop in E0-grade melamine (Wood Grain); provide grommet holes
- Tabletop Color : Wood Grain/Solid Color
- Dimensions : 2800 mm (L) x 1100 mm (W) x 750 mm (H)

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

**TECHNICAL SPECIFICATIONS OF
SOFA (3-SEATER)
(TCFS)**

MODULAR FURNITURE



- Dimension : 1840 mm (L) x 820 mm (W) x 760 mm (H)
- Description : 12 mm thk. Plywood with high-density foam in fabric finish
- Framing : 19mm dia. steel pipe; 1.5mm thk.
- Color : to match existing on site

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

**TECHNICAL SPECIFICATIONS OF
SOFA (2-SEATER)
(TCFS)**

MODULAR FURNITURE



- Dimension : 1560 mm (L) x 820 mm (W) x 760 mm (H)
- Description : 12 mm thk. Plywood with high-density foam in fabric finish
- Framing : 19mm dia. steel pipe; 1.5mm thk.
- Color : to match existing on site

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



Name of Project	Supply, Delivery and Installation of Modular Furniture
------------------------	---

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 procurement 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.