



## **REQUEST FOR QUOTATION**

### **Supply, Delivery and Installation of Semi-Framed Glass Door and Fixed Framed Glass Partition**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CFMD-26-00009  
Date of Posting/Canvass : 02/28/2026  
Deadline of Submission : 03/10/2026 (10:00 AM)  
Approved Budget for the Contract (ABC) : ₱813,900.00

**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 with 11 Statements;
- Secretary's Certificate (for Supplier under Partnership/Corporation);
- Latest Income/Business Tax Return;
- 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](mailto:pimd-pu-capexteam@dbp.ph) / 8818-9511 local 2603 / 0999-923-8631**

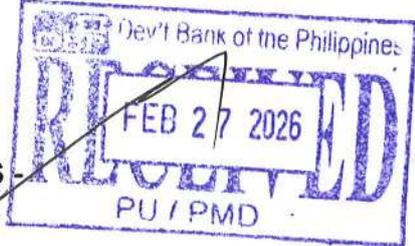


**PROJECT :** SUPPLY, DELIVERY AND INSTALLATION OF SEMI-FRAMED GLASS DOOR AND FIXED FRAMED GLASS PARTITIONS  
**LOCATION :** 8/F, TCFS OFFICE, DBP HEAD OFFICE, MAKATI CITY  
**SUBJECT :** TERMS OF REFERENCE

**MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT**

**I. APPROVED BUDGET FOR THE CONTRACT (ABC):**

**EIGHT HUNDRED THIRTEEN THOUSAND NINE HUNDRED PESOS -**  
**Php 813,900.00** (inclusive of VAT/applicable taxes and other charges)



**II. TECHNICAL SPECIFICATIONS:**

Unit/Item	Particulars	Quantity	Specifications
Door 01	Semi-framed tempered glass door with complete accessories. • Double Door (Swing type) • <b>Dimensions:</b> 1800mmW x 2100mmH	1 set	• 12 mm thick semi-framed tempered clear glass (analok finish), 32mm dia. X 1200mm long H-type door handle on polished stainless steel finish. With complete fittings and accessories.
Door 02	Semi-framed tempered glass door with complete accessories. • Single Door (Swing type) • <b>Dimensions:</b> 900mmW x 2100mmH w/ Transom@500mmH	3 sets	• 12 mm thick semi-framed tempered clear glass on a 2"x4" aluminum frame (analok finish), 32mm dia. X 900mm long H-type door handle on polished stainless steel finish. Provide frosted sticker with complete fittings and accessories.
Glass Partitions 01	Fixed-framed tempered clear glass partition with complete accessories. • <b>Dimensions:</b> 2400mmW x 2200mmH	1 set	• 12 mm thick fixed framed tempered clear glass on a 2"x4" aluminum frames (analok finish); provide frosted sticker and sealant.
Glass Partitions 02	Fixed-framed tempered clear glass partition with complete accessories. • <b>Dimensions:</b> 1200mmW x 2200mmH	1 set	• 12 mm thick fixed framed tempered clear glass on a 2"x4" aluminum frames (analok finish); provide frosted sticker and sealant.

**Conformed by:**

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Note:

1. To be procured as one (1) lot.
2. Please refer to Annexes A, B, and C for other specifications.
3. Prospective supplier to conduct actual site inspection prior to submission of proposal. They may coordinate with RC Cladence Bryell D. Agunod 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.
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.
3. **Delivery Period:** The Supplier shall complete the supply, delivery and installation of semi-framed glass door and fixed-framed glass partitions within **thirty (30) working days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit-Procurement Inventory Management Department-(IMU-PIMD), Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City, Philippines
5. **Warranty:** The warranty period shall be six (6) months from the date of acceptance of the item/s by DBP.

### 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

**Conformed by:**

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

**Supply, Delivery and Installation of Semi-framed**

**Fixed Framed Glass Partition** Date: \_\_\_\_\_

- 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 ERICK M. VALIDO**

OIC, PCMU-CFMD

(per Office Order No. 325 dated 14 July 2025)



Approved by:

**SIGNED**

**SM EDWIN C. DIZON**

Concurrent OIC, CFMD

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

**Conformed by:**

Company: \_\_\_\_\_

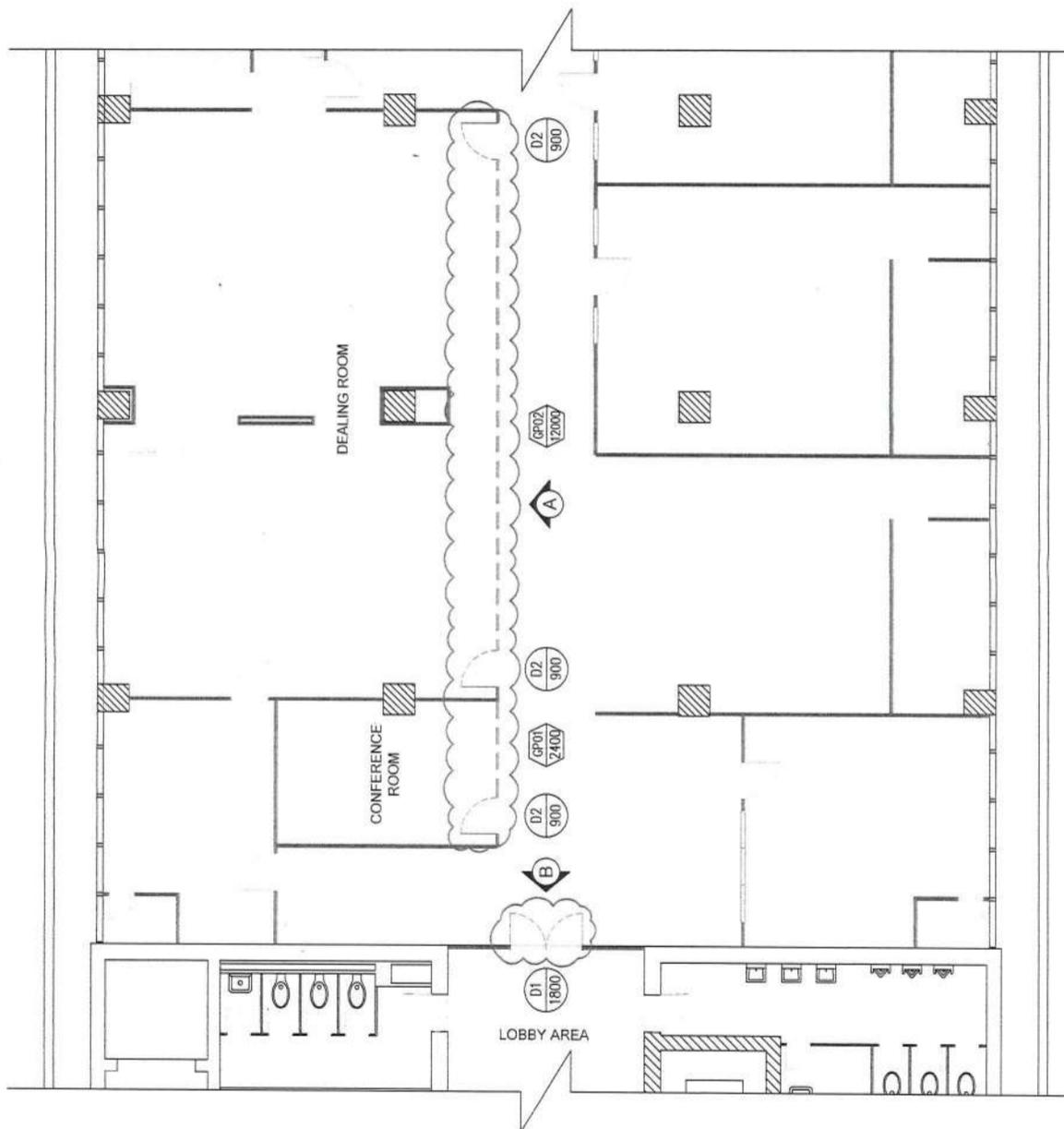
Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Supply, Delivery and Installation of Semi-framed Glass Door and  
Fixed Framed Glass Partitions**

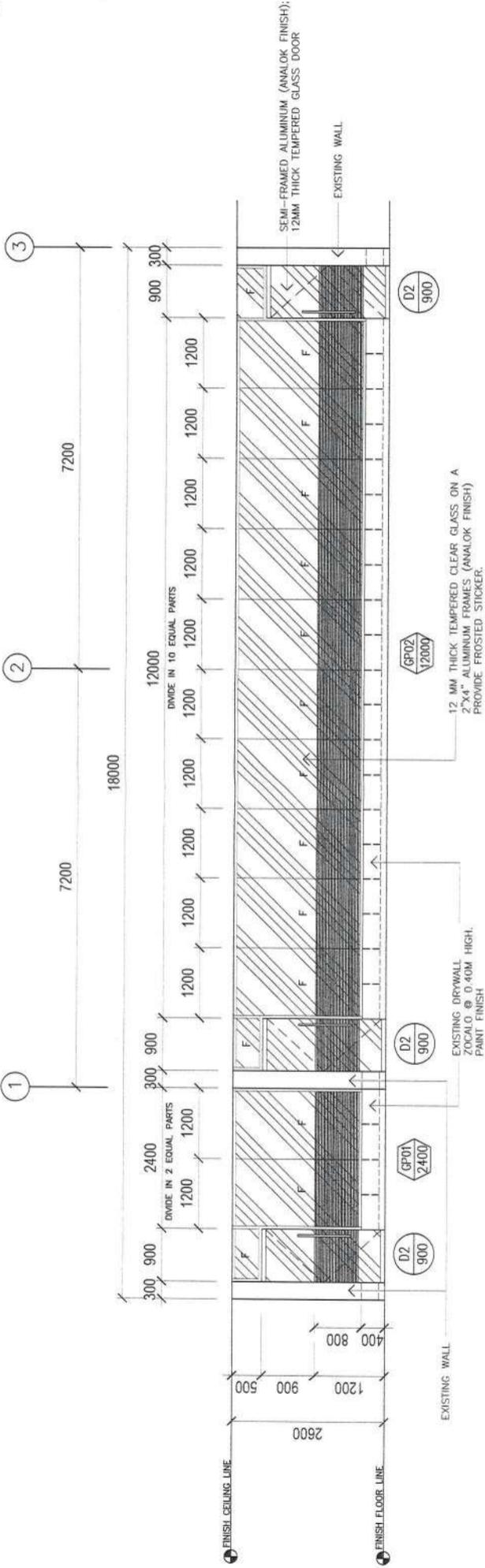
PROPOSED GLASS DOOR +  
GLASS PARTITIONS



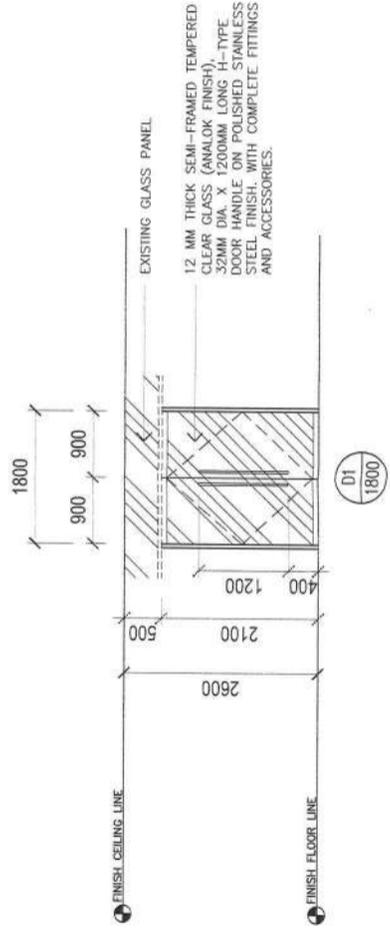
PLAN

GLASS WORKS  
**DOORS & GLASS PARTITIONS KEY MAP**  
 DBP HEAD OFFICE - 8TH FLOOR  
 MAKATI AVENUE WING

SUPPLY, DELIVERY AND INSTALLATION OF SEMI-FRAMED  
 GLASS DOOR AND FIXED FRAMED GLASS PARTITIONS AT THE  
 8/F, TCFS OFFICE, MAKATI AVENUE WING



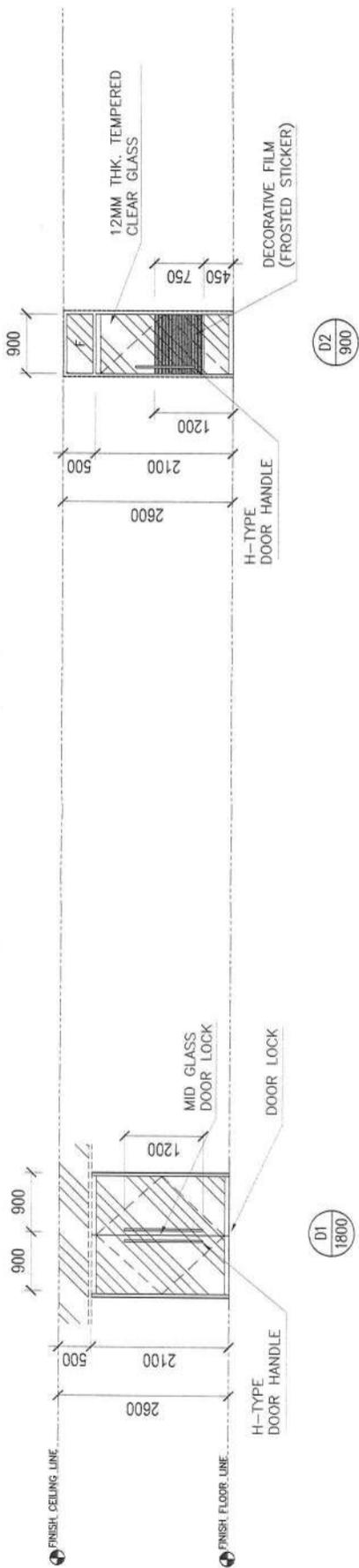
ELEVATION A



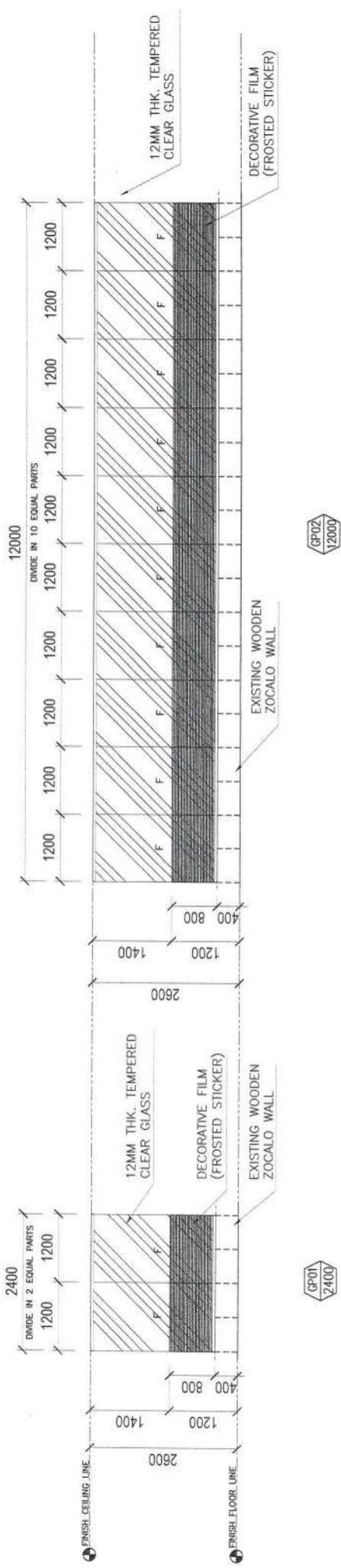
ELEVATION B

SUPPLY, DELIVERY AND INSTALLATION OF SEMI-FRAMED GLASS DOOR AND FIXED FRAMED GLASS PARTITIONS AT THE 8/F, TCF'S OFFICE, MAKATI AVENUE WING

GLASS WORKS  
**DOORS & GLASS PARTITIONS ELEVATION**  
 DBP HEAD OFFICE - 8TH FLOOR  
 MAKATI AVENUE WING



TYPE	NO. OF SETS	LOCATION
12 MM THICK SEMI-FRAMED TEMPERED CLEAR GLASS ON A 2"x4" ALUMINUM FRAMES (ANALOK FINISH), 32MM DIA. X 1200MM LONG H-TYPE DOOR HANDLE ON POLISHED STAINLESS STEEL FINISH. WITH COMPLETE FITTINGS AND ACCESSORIES.	1 SET	MAIN ENTRANCE
12 MM THICK SEMI-FRAMED TEMPERED CLEAR GLASS ON A 2"x4" ALUMINUM FRAMES (ANALOK FINISH), 32MM DIA. X 900MM LONG H-TYPE DOOR HANDLE ON POLISHED STAINLESS STEEL FINISH. PROVIDE FROSTED STICKER WITH COMPLETE FITTINGS AND ACCESSORIES.	3 SETS	DEALING ROOM, CONFERENCE ROOM



TYPE	NO. OF SETS	LOCATION
12 MM THICK FIXED FRAMED TEMPERED CLEAR GLASS ON A 2"x4" ALUMINUM FRAMES (ANALOK FINISH); PROVIDE FROSTED STICKER.	1 SET	CONFERENCE ROOM
12 MM THICK FIXED FRAMED TEMPERED CLEAR GLASS ON A 2"x4" ALUMINUM FRAMES (ANALOK FINISH); PROVIDE FROSTED STICKER.	1 SET	DEALING ROOM

SUPPLY, DELIVERY AND INSTALLATION OF SEMI-FRAMED GLASS DOOR AND FIXED FRAMED GLASS PARTITIONS AT THE 8/F, TCFS OFFICE, MAKATI AVENUE WING

GLASS WORKS  
**SCHEDULE OF DOORS AND GLASS PARTITIONS**  
 DBP HEAD OFFICE - 8TH FLOOR  
 MAKATI AVENUE WING



<b>Name of Project</b>	Supply, Delivery and Installation of Semi-Framed Glass Door and Fixed Framed Glass Partitions
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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**<sup>1</sup> 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.

<sup>1</sup>**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.