



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8063394  
**Procuring Entity** DEVELOPMENT BANK OF THE PHILIPPINES - HEAD OFFICE  
**Title** PROC 21- Various Office Supplies  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PROC 21-Variou Office Supplies	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 182,547.00		
<b>Delivery Period:</b>	45 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Procurement Unit DBP - Head Office Procurement/Purchasing Staff Procurement Management Unit-PSM 6th Floor DBP Head Office Sen. Gil J. Puyat corner Makati Avenues Makati City Metro Manila Philippines 1200 63-2-8189511 Ext.2636 63-2-8151614 htmariano@dbp.ph	<b>Date Published</b>	08/10/2021
		<b>Last Updated / Time</b>	07/10/2021 12:02 PM
		<b>Closing Date / Time</b>	13/10/2021 14:00 PM

#### Description

Various Office Supplies  
ABC: Php182,547.00

Please be guided by the following:

1. 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.
2. Price quotation must be inclusive of VAT and other applicable taxes.
3. The open price quotation must include the documentary requirements (see below) and must be submitted through this email address or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
4. Deadline of submission must be not later than October 13, 2021 at 2:00 PM

5. Price quotation lacking with any documentary requirement shall not be considered for evaluation.

Documentary Requirements:

- PHILGEPS Registration Number;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement (For ABC's above P50K);
- Income Tax Return for the current year / Business Tax Returns for the past 6 months (For ABC's above P500K);
- Brochure/Data Sheet, as necessary and/or other documents as specified in the TOR / SOW / TS.

For inquiries, you may use the contact information provided below.

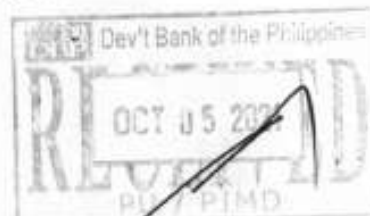
Viola E. Marciano  
Email: vemarciano@dbp.ph  
Contact Number: 88189511 local 2609

**Created by** Procurement Unit DBP - Head Office

**Date Created** 07/10/2021

Requisition No: P-PIMD-21-00705

Development Bank of the Philippines (DBP)



**TECHNICAL SPECIFICATIONS**

**Mode of Procurement – Small Value**

Supply and Delivery of Various Office Supplies (Non-stock Items) for Head Office

I. **Approved Budget for the Contract: ₱ 182,547.00** (VAT Inclusive)

II. **Technical Specifications:**

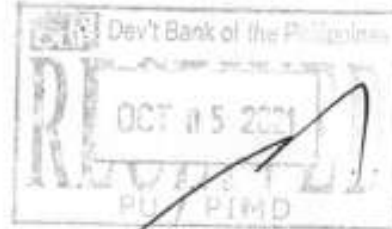
Quantity	Item	Unit Price	Total Amount	Specifications
100 pcs.	Chicago Screw, 1"	₱ 6.00	₱ 600.00	<ul style="list-style-type: none"> <li>• Size: 1"; Aluminum;</li> <li>• Easy to open and reattach as needed</li> </ul>
100 pcs.	Chicago Screw, 1 1/2"	6.50	650.00	<ul style="list-style-type: none"> <li>• Size: 1 1/2"; Aluminum;</li> <li>• Easy to open and reattach as needed</li> </ul>
500 pcs.	Chicago Screw, 2"	13.00	6,500.00	<ul style="list-style-type: none"> <li>• Size: 2"; Aluminum;</li> <li>• Easy to open and reattach as needed</li> </ul>
300 pcs.	Chicago Screw, 3"	14.00	4,200.00	<ul style="list-style-type: none"> <li>• Size: 3"; Aluminum;</li> <li>• Easy to open and reattach as needed</li> </ul>
50 pks.	Post It Tape Flag, Sign Here	130.00	6,500.00	<ul style="list-style-type: none"> <li>• Size: 1 x 1.7 inch;</li> <li>• 50 flags/pack</li> </ul>
46 pcs.	Permanent Marker	190.00	8,740.00	<ul style="list-style-type: none"> <li>• Size; Jumbo; Color: Blue</li> </ul>
2 pcs.	Packaging Tape Dispenser	100.00	200.00	<ul style="list-style-type: none"> <li>• Core size: 2 inches</li> <li>• Material: Plastic</li> </ul>
5 bxs.	NT Cutter, Big	300.00	1,500.00	<ul style="list-style-type: none"> <li>• L-type, Light aluminum die cast grip</li> <li>• Automatic blade lock</li> </ul>
5 bxs.	Blade for NT Cutter	91.00	455.00	<ul style="list-style-type: none"> <li>• 100mm x 18mm; Carbon tool steel; 10pcs/tube</li> </ul>
360 pcs	Bulldog Clip	9.00	3,240.00	<ul style="list-style-type: none"> <li>• 3 inches, Silver</li> </ul>
40 bxs.	Binder Clip (Big)	75.00	3,000.00	<ul style="list-style-type: none"> <li>• 2 inches, black</li> </ul>
40 bxs.	Binder Clip (Medium)	40.00	1,600.00	<ul style="list-style-type: none"> <li>• 1 1/4", black</li> </ul>
40 bxs.	Binder Clip (Small)	29.00	1,160.00	<ul style="list-style-type: none"> <li>• 1 inch, black</li> </ul>
6 pcs.	Document Tray, Incoming & Outgoing	450.00	2,700.00	<ul style="list-style-type: none"> <li>• Double-Layer, detachable, plastic, Color: Black</li> </ul>
20 pcs.	Magazine box	80.00	1,600.00	<ul style="list-style-type: none"> <li>• Hard material</li> <li>• Size: Single</li> </ul>
24 pcs.	Magazine box	250.00	6,000.00	<ul style="list-style-type: none"> <li>• Hard material</li> <li>• Size: double</li> </ul>
1 pc.	Paper Puncher, 3-Hole	1,200.00	1,200.00	<ul style="list-style-type: none"> <li>• KW 3-hole puncher #9630</li> <li>• Manual and adjustable</li> <li>• Color: Black</li> <li>• Punches up to 15-20pages</li> </ul>

Technical Specification – Various Office Supplies

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200 pcs.	Folder, 3 Ring Binder, 2"	250.00	50,000.00	<ul style="list-style-type: none"> <li>• 3 Ring binder with full plastic lamination</li> <li>• Open on top</li> <li>• Size: A4 size (11"x 9 1/2")</li> <li>• 1 1/2" cap D-type mech. w/o booster</li> <li>• Material: PVC Gamusa</li> <li>• Red</li> </ul>
500 pcs.	Name Card Holder	20.00	10,000.00	<ul style="list-style-type: none"> <li>• Material: Soft PVC</li> <li>• Size: 54 x 90mm</li> <li>• Shape: rectangular (vertical)</li> <li>• Color: clear</li> </ul>
1 pc.	Label Tape, Brother P-Touch 1750, 12mm (0.47") laminated black print on Yellow tape	850.00	850.00	<ul style="list-style-type: none"> <li>• Laminated tape</li> <li>• Sticks to any surface</li> <li>• Water resistant</li> </ul>
2 pcs.	Label Tape, Brother P-Touch 1750, 12mm (0.47") laminated black print on White tape	850.00	1,700.00	<ul style="list-style-type: none"> <li>• Laminated tape</li> <li>• Sticks to any surface</li> <li>• Water resistant</li> </ul>
1 pc.	Label Tape, Brother P-Touch 1750, 12mm (0.47") laminated black print on Red tape	850.00	850.00	<ul style="list-style-type: none"> <li>• Laminated tape</li> <li>• Sticks to any surface</li> <li>• Water resistant</li> </ul>
1 pc.	Label Tape, Brother P-Touch 1750, 12mm (0.47") laminated black print on Light Blue tape	850.00	850.00	<ul style="list-style-type: none"> <li>• Laminated tape</li> <li>• Sticks to any surface</li> <li>• Water resistant</li> </ul>
1 pc.	Label Tape, Brother P-Touch 1750, 24mm (0.94") laminated black print on Red tape	1,050.00	1,050.00	<ul style="list-style-type: none"> <li>• Laminated tape</li> <li>• Sticks to any surface</li> <li>• Water resistant</li> </ul>
10,000 pcs.	Business Reply envelope	3.50	35,000.00	<ul style="list-style-type: none"> <li>• 7.75 x 8.25 spread size</li> <li>• 6- 3/4 x 3/4 inch folded size</li> <li>• One color, one side printing</li> <li>• Book paper #60</li> <li>• Offset printing with layouting, die cutting, folding, pasting and gumming</li> </ul>
120 pcs.	Storage Box, Collapsible/ Stackable	200.00	24,000.00	<ul style="list-style-type: none"> <li>• 12x13 3/4 x 16 1/2</li> <li>• Collapsible/stackable/flexible for Standard A-4, Legal Size</li> <li>• C200 special board corrugated material. C-Flue 175</li> </ul>
10 pcs.	Carbon Ribbon for Elec. Typewriter	300.00	3,000.00	<ul style="list-style-type: none"> <li>• Width: 8mm; Length: 185mm</li> <li>• Part No:6/810/6000</li> <li>• Product Mode/Art.-Nr:9680</li> </ul>
4 pks.	Binding Cover	413.00	1,652.00	<ul style="list-style-type: none"> <li>• Transparent,/Clear, A4 (per pack)</li> </ul>
240 pcs.	Plastic Comb/Cerlox Ring Binder, 100 sheet	9.50	2,280.00	<ul style="list-style-type: none"> <li>• 12MM, (1/2"), 100 sheets, 84 rings</li> </ul>
120	Plastic Comb/Cerlox Ring Binder, 100 sheet5	12.25	1,470.00	<ul style="list-style-type: none"> <li>• 16MM, (5/8"), 150 sheets, 84 rings</li> </ul>
			<b>P182,547.00</b>	

Technical Specification – Various Office Supplies




**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 has the right to reject delivery if items are found to be defective and not in accordance with the required specifications/sample.
2. The 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 deliver the items within forty-five (45) calendar days after receipt of Purchase Order (PO)/Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Dept. (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
5. DBP shall request for a sample of item/s being offered, for evaluation.
6. Interested Supplier/s must submit all of the following:
  - a) Proposal/Quotation
  - b) 2021 Mayor's/Business Permit
  - c) Valid current PhilGEPS Certification with Registration Number
  - d) Omnibus Sworn Statement for items with ABC above P50,000


**IV. Payment:**

1. Payment shall be processed upon completion of delivery subject to complete documents (i.e. Sales Invoice/Delivery Receipt/Billing Statement/Statement of Account, as applicable).
2. Penalty charges equivalent to 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver on time.

Prepared by:

  
**MGR. CARMELA L. SANGALANG**  
 Team Head, IMU-PIMD

Recommended by:

  
**SM EMMA O. PEDREZUELA**  
 Head, Inventory Management Unit

Approved by:

  
**SAVP FE B. DELA CRUZ**  
 Head, Procurement and Inventory Management Dept.