



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number: 8063448
Procuring Entity: DEVELOPMENT BANK OF THE PHILIPPINES - HEAD OFFICE
Title: PROC 21- Supply and Delivery of Various Inks and Toners
Area of Delivery: Metro Manila

Solicitation Number:	PROC 21- Various Inks and Toners	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Supplies and Devices	Document Request List	0
Approved Budget for the Contract:	PHP 335,180.00		
Delivery Period:	45 Day/s		
Client Agency:			
Contact Person:	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	Date Published	08/10/2021
		Last Updated / Time	07/10/2021 12:14 PM
		Closing Date / Time	13/10/2021 14:00 PM

Description

Supply and Delivery of Various Inks and Toners
 ABC: Php335,180.00

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



TECHNICAL SPECIFICATIONS

Mode of Procurement – Small Value

Supply and Delivery of Various Inks & Toners (Non-stock Items) for Head Office and BBG-Metro Manila Branches

I. **Approved Budget for the Contract: ₱ 335,180.00** (VAT Inclusive)

II. **Technical Specifications:**

Quantity	Item	Unit Price	Total Amount	Specifications
82	Ink, EPSON Workforce M200, T7741	₱ 570.00	P46,740.00	• Brand: EPSON • Color: Pigment Black
3	Ink Cartridge, HP 703, CD888AA	550.00	1,650.00	• Brand: HP, Ink cartridge • Color: Tri-color
3	Ink Cartridge, HP 703, CD887AA	550.00	1,650.00	• Brand: HP, Ink cartridge • Color: Black
12	Toner, HP Laserjet CP 1025, #126A, CE313A	3,770.00	45,240.00	• Brand: HP, Toner • Color: Magenta
12	Toner, HP Laserjet CP 1025, #126A, CE311A	3,770.00	45,240.00	• Brand: HP, Toner • Color: Cyan
12	Toner, HP Laserjet CP 1025, #126A, CE312A	3,770.00	45,240.00	• Brand: HP, Toner • Color: Yellow
16	Toner, HP Laserjet CP 1025, #126A, CE310A	3,420.00	54,720.00	• Brand: HP, Toner • Color: Black
5	Brother DR-2355	3,990.00	19,950.00	• Brand: Brother, Drum
25	Brother Toner TN-2380	2,990.00	74,750.00	• Brand: Brother, Toner
			335,180.00	

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

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:

Recommended by:


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


SM EMMA O. PEDREZUELA
Head, Inventory Management Unit

Approved by:


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

