

**Development Bank of the Philippines**  
Corporate Affairs Department – Head Office  
TECHNICAL SPECIFICATIONS

Supply and Delivery of DBP 75<sup>th</sup> Anniversary Collar Pins – Small Value

**I. Approved Budget for the Contract: Php260,000.00 (inclusive of VAT/ Applicable taxes)**

Item	Quantity	Unit Cost	Total Cost
DBP 75 <sup>th</sup> Anniversary collar pins	4,000 pcs.	Php65.00	Php260,000.00

**II. Technical Specifications and Other Requirements**

Size : .8 inch, round (diameter)  
 Material : Brass; with lamination/enamel finish; with magnetic lock/attachment  
 With individual box packaging

Design : To be provided by DBP

Others : 1. Prospective suppliers shall submit their proposal/quotation including the following:

- a. Price Quotation based on specifications
- b. Documents
  - Proof of PhilGEPS registration
  - Valid/ Updated Business/Mayor's Permit
- c. Sample collar pins previously produced to show production quality and overall make (*to be returned after evaluation of proposals*)

2. **Bundling instructions.** The collar pins shall be delivered to DBP bundled according to the following:

- a. Head Office (1 bundle x specified quantity)
- b. Provincial Lending Groups (5 bundles x specified quantity)
- c. Branch Banking Groups (10 bundles x specified quantity)

DBP will provide to the winning supplier the distribution list indicating the quantity of collar pins per bundle.

3. All materials/information that may come into the possession of the supplier for purposes of the completion of this requirement shall remain confidential and should not come into the possession of any Third Party without the prior consent of DBP.



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**III. Conditions of the Contract**

1. The Supplier shall produce and submit for approval one sample collar pin using the DBP-provided design before proceeding with actual production of the 4,000 pcs. DBP 75<sup>th</sup> Anniversary collar pins.
2. **Acceptance:** The Supplier shall ensure that the delivered collar pins are in accordance with the specifications required by DBP. DBP has the right to reject/refuse acceptance of the delivered collar pins found to be damaged/defective and not in accordance with the required specifications.
3. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
4. **Delivery Period:** The Supplier shall deliver the items within thirty (30) calendar days after approval of the actual sample based on the DBP-provided design.
5. **Point of Delivery:** DBP Receiving and Inspection Section-Inventory Management Unit, DBP Head Office, Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City.

**IV. Payment**

1. Payment shall be processed after completion of delivery subject to submission of complete documents for payment by the Supplier (i.e., Billing Statement/ Statement of Account, as applicable)
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 cumulated amount of liquidated damage reaches ten percent (10%) of the amount of the PO, DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

Recommending Approval:



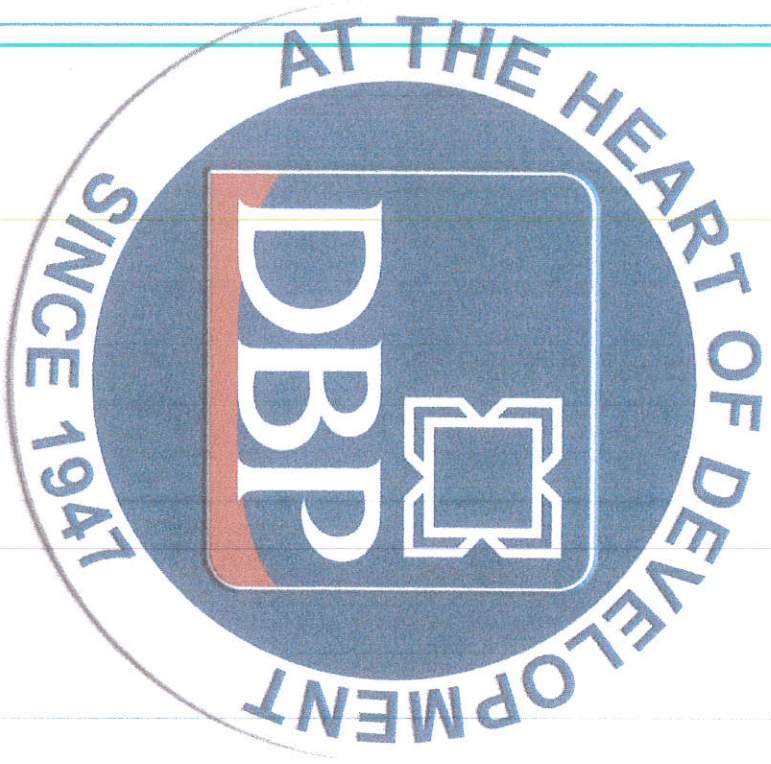
**CRISELDA V. CODERA**  
Head, Marketing Communications Unit-CAD

Approved by:



**ZANDRO CARLOS P. SISON**  
Head, Corporate Affairs Department

DBP 75<sup>th</sup> Anniversary Collar Pin



Actual size (0.8")

