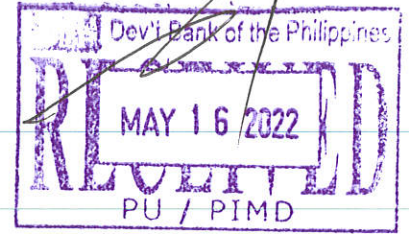


Development Bank of the Philippines (DBP)**TECHNICAL SPECIFICATIONS****Mode of Procurement – Small Value**

Supply and Delivery of Various Envelopes

I. **Approved Budget for the Contract: ₱ 710,000.00** (VAT Inclusive)II. **Technical Specifications:**

	Quantity	Item	Unit Price	Total Amount	Specifications
1)	10,000 pcs	Envelope, Carpeta Big	11.00	110,000.00	<ul style="list-style-type: none"> • Brown Carpeta • Size: 10" x 15" – actual size • Using Kraft 150 • 1 color print (Sample available at PIMD, 6th floor) • Process: With die-cutting and folding
2)	200,000 pcs	Mailing Envelope, with Window	3.00	600,000.00	<ul style="list-style-type: none"> • Window Envelope • 9 ½" X 4 1/8" – actual size • Book paper #60, 90 GSM with plastic acetate for window • 3 colors print (Sample available at PIMD, 6th floor) • Process: With die-cutting, pasting, gumming and folding • 500 pieces per box

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 item/s delivered were found to be defective and not in accordance with the required specifications/samples.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
3. DBP shall request for a sample print/proof for evaluation.
4. **Delivery Period:** The Supplier shall deliver the items within forty-five (45) calendar days after the receipt of the approval of the actual sample/print proof using the DBP-provided logo design.
5. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
6. Interested Supplier/s must submit all the following:
 - a) Proposal/Quotation;
 - b) 2022 Mayor's/Business Permit;
 - c) Omnibus Sworn Statement;
 - d) Proof of PhilGEPS Registration; and
 - e) Income/Business Tax Return for the last six (6) months.
7. **Warranty:** Manufacturing defects shall be corrected/replaced by the Supplier and a warranty security shall be required from the Supplier for a minimum period of three (3) months after acceptance by DBP of the delivered items. The obligation for the warranty shall be covered by one percent (1%) of the total ABC which shall only be released after the lapse of the warranty period. Provided, however that the items delivered are free from patent and latent defects and all the conditions imposed have been fully met.

Handwritten signature and initials in blue ink.

IV. Payment:

1. Payment shall be processed after completion of each delivery subject to complete documents for payment (i.e. 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 the items on time.

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