

Development Bank of the Philippines (DBP)

TECHNICAL SPECIFICATIONS

Mode of Procurement – Small Value

Supply and Delivery of various office supplies



I. **Approved Budget for the Contract: ₱ 238,500.00** (VAT Inclusive)

II. **Technical Specifications:**

	Quantity	Item	Unit Price	Total Amount	Specifications
a)	28 boxes (250 pcs/box)	PVC ID cards	1,750.00	49,000.00	<ul style="list-style-type: none">• PVC ID cards• CR80 x .76mm Ultra Hi definition coating
b)	10 set	ID printer cleaning kit	5,950.00	59,500.00	<ul style="list-style-type: none">• MC310 cleaning kit• Including cleaning cards, cleaning swabs, cleaning wipes
c)	20 rolls (125 prints/roll)	ID printer Color Ribbon MC310	6,500.00	130,000.00	<ul style="list-style-type: none">• High definition color ribbon

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/model.
2. The DBP may terminate/cancel the Purchase Order (PO) 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 NTP.
4. **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.
5. DBP shall request for a sample of item/s being offered, for evaluation.
6. Interested Supplier/s must submit all the following:
 - a) Proposal/Quotation;
 - b) 2022 Mayor's/Business Permit;
 - c) Omnibus Sworn Statement for quoted item/s above P50,000.00; and
 - d) Proof of PhilGEPS Certification Registration.

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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