

## TERMS OF REFERENCE

**Mode of Procurement – Small Value**

**Supply and Delivery of Customized Collateral:  
Welcome Letter and Window Mailing Envelope**

**ABC: Php 489,500.00**

**I. Technical Specifications:**

Maximum Quantity	Technical Specification / Scope of Work	Unit Cost (Vat-inclusive)	Approved Budget for the Contract
40,000 pcs	<p><b>Welcome Letter (Card Carrier) Specification</b></p> <ol style="list-style-type: none"> <li>1. Size: A4 (8.3" x 11.7")</li> <li>2. Color: Offset Printing full color front &amp; back</li> <li>3. Stock: Book 80gsm (uncoated)</li> </ol>	Php 2.00 per piece	P80,000.00
130,000 pcs	<p><b>Window Mailing Envelope Specification</b></p> <ol style="list-style-type: none"> <li>1. Dimensions: Commercial style envelope (refer to figure Annex B)</li> <li>2. Process: C2P Offset Printing</li> <li>3. Color: Offset printing full color front</li> <li>4. Stock: Book 80gsm</li> <li>5. Smoothness: 100-200 Sheffield units</li> <li>6. Others: Die cutting, <b>seal gumming</b>, with plastic window</li> <li>7. Size: 22.6 cm x 10cm</li> <li>8. General Requirements:               <ol style="list-style-type: none"> <li>a. Good quality machine-fill envelopes</li> <li>b. Dimension and quality to be consistent across manufactured batches</li> <li>c. Windows to be securely affixed within 1.5mm (1/16") of top and side edges</li> <li>d. Top edge to be flat and free from puckering</li> <li>e. Side seams to be securely glued up to top of seam</li> <li>f. Position of internal side seems to give a minimum 5mm (3/16") clearance or overlap to the edge of any insert</li> </ol> </li> </ol>	Php 3.15 per piece	P409,500.00

**Terms of Reference: Supply and Delivery of 40,000pcs Welcome Letter and 130,000pcs Window Mailing Envelope (ABC: Php 489,500.00)**

*57*

	<ul style="list-style-type: none"> <li>g. Pre-scored flap crease to enable the envelope flap to open flat</li> <li>h. Envelopes shall be packed with its flap closed/folded</li> <li>i. No twisting, curling or distortion evident</li> <li>j. No glue seepage on interior or exterior of envelope</li> </ul>		
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**II. Conditions of the Contract:**

1. Refer to **Annex A and Annex B** for the design
2. Together with the quotation, DBP shall request a sample of twenty (20) plain Window Mailing envelope for testing using card supplier's machine/s and ten (10) A4 size 80gsm paper for evaluation.
3. The supplier shall ensure that the items delivered are in accordance with the specifications required by the **Development Bank of the Philippines** and the Bank reserves the right to reject delivery if item/s delivered were found to be defective and not in accordance with the required specifications.
4. The DBP reserves the right to terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) when the suppliers fail to deliver, perform and comply with the obligations mentioned in the Terms of Reference.
5. Other Conditions:
  - a. The winning supplier shall submit five (5) Window Mailing Envelope and Welcome Letter digital proof/mock-up using actual size and materials to DBP: within five (5) calendar days upon turnover of final digital artwork files
  - b. Upon approval of the actual printed materials, production and delivery schedule shall be as follows:

After Approval of Actual Sample	Activity	Welcome Letter On-Site Delivery	Window Mailing Envelope On-Site Delivery
on or before 45 Calendar Days	Complete Delivery	40,000 pieces	130,000 pieces

6. **Secure Warranty Paper for period of 2 years:** All defective welcome letter and window mailing envelope related to production or customization defects must be replaced by the Supplier free of charge within ten (10) banking days.
7. Interested Supplier/s must submit the following:
  - a. Proposal/Quotation
  - b. Proof of Philgeps Registration
  - c. 2022 Business Permit / Mayor's Permit

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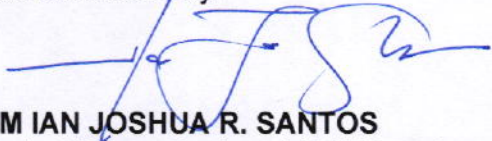
**III. Packing and distribution:**

1. Should be packed in 500s
2. Delivery will be at BANNER Plasticard, INC. Manggahan Light Industrial Park, Amang Rodriguez Avenue Bo. Manggahan, 1611 Pasig City.
3. Delivery of items shall be scheduled and completed within forty-five (45) calendar days upon approval of actual samples.

**IV. Payment:**

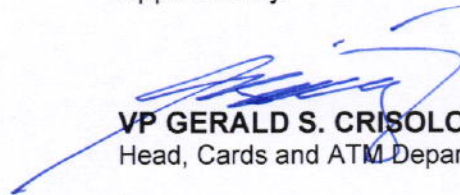
1. Payment shall be processed after completion of delivery subject to complete documents for payment (i.e. Billing Statement/Statement of Account, as applicable)
2. Penalty charges equivalent to 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment in case the Supplier fails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

Recommended by:



**AM IAN JOSHUA R. SANTOS**  
Product Officer, Cards and ATM Department

Approved by:

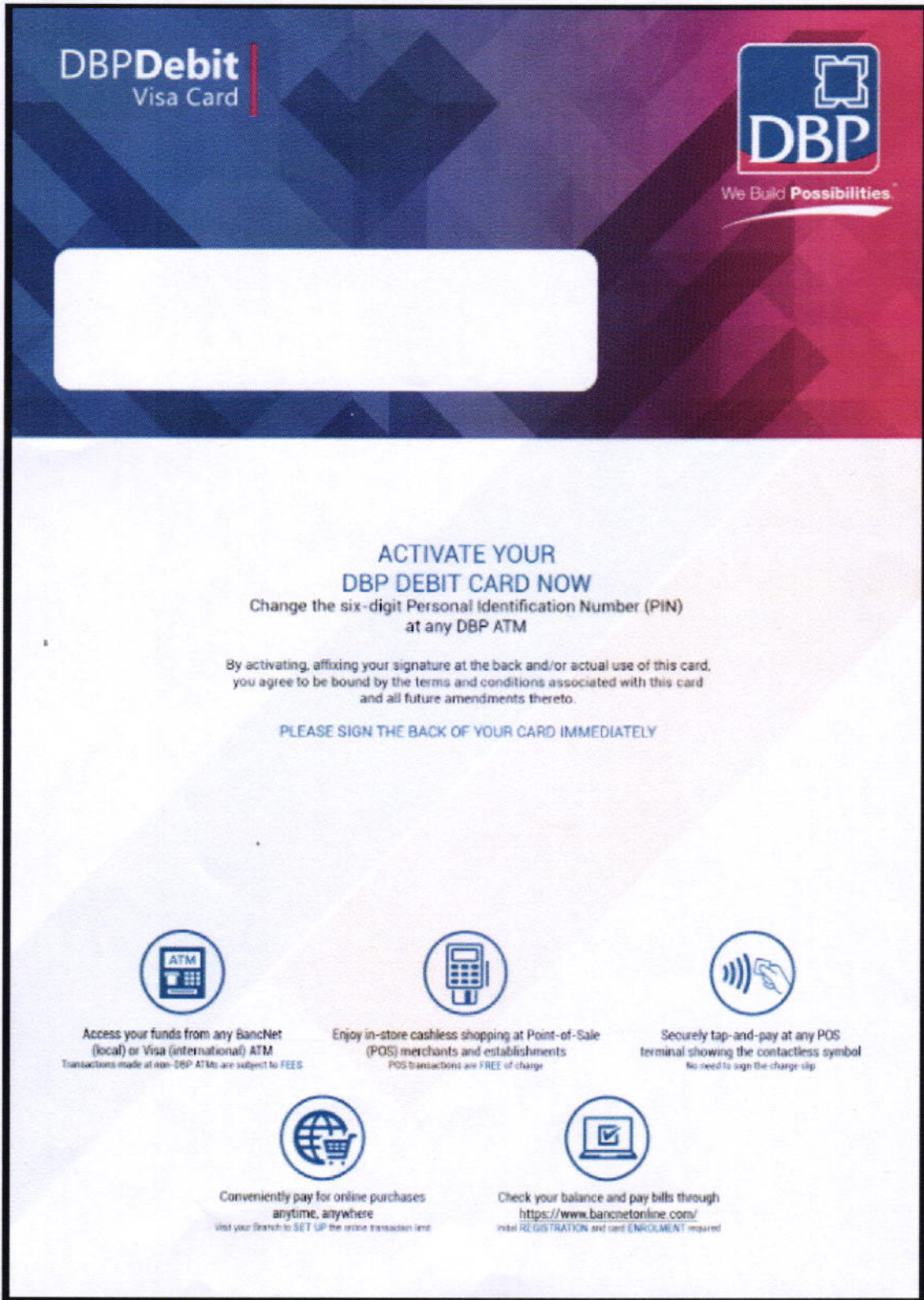


**VP GERALD S. CRISOLOGO**  
Head, Cards and ATM Department



**ANNEX A**  
**Procurement of 40,000 Pieces Customized Collaterals: Welcome Letter (Card Carrier)**

Welcome Letter (Card Carrier) Design/Layout



The image shows a design for a DBP Debit Visa Card welcome letter. At the top left, it says "DBP Debit Visa Card" with a red vertical bar. At the top right is the DBP logo with the tagline "We Build Possibilities". Below the logos is a large white rounded rectangle, likely a placeholder for a photo or card image. The main body of the letter is white with a light blue background pattern. It features the heading "ACTIVATE YOUR DBP DEBIT CARD NOW" and instructions to change the six-digit PIN at any DBP ATM. A disclaimer states that by activating the card, the user agrees to the terms and conditions. Below this, it says "PLEASE SIGN THE BACK OF YOUR CARD IMMEDIATELY". At the bottom, there are five icons with corresponding text: 1. ATM icon: "Access your funds from any BancNet (local) or Visa (international) ATM. Transactions made at non-DBP ATMs are subject to FEES." 2. POS icon: "Enjoy in-store cashless shopping at Point-of-Sale (POS) merchants and establishments. POS transactions are FREE of charge." 3. Contactless icon: "Securely tap-and-pay at any POS terminal showing the contactless symbol. No need to sign the charge slip." 4. Online shopping icon: "Conveniently pay for online purchases anytime, anywhere. Visit your branch to SET UP the online transaction limit." 5. Online banking icon: "Check your balance and pay bills through <https://www.bancnetonline.com/>. Initial REGISTRATION and card ENROLLMENT required." The entire design is enclosed in a black border.

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