

**REQUEST FOR QUOTATION**

The Development Bank of the Philippines (DBP), through its Regional Bids and Awards Committee – Northern Luzon, will undertake a Small Value Procurement for the **“Supply and Delivery of 180 pieces Polo Shirts with Sublimation Print”** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the projects/activities/programs are as follows:

Name of Project:	Supply and Delivery of 180 pieces Polo Shirts with Sublimation Print
Area of Delivery:	DBP BBG-Northern Luzon, 2F DBP Building, Lower Session Road corner Perfecto St., Baguio City
Delivery Period	No later than 31 October 2022
Specification:	See attached Annex “A” for Terms of Reference
Approved Budget for the Contract	One Hundred Seventeen Thousand Pesos (₱117,000.00), inclusive of all taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 3:30 P.M. of October 14, 2022. Open quotations may be submitted at DBP BBG – Northern Luzon, DBP Building, Lower Session Road, Baguio City or through email address nlbg@dbp.ph.

The project shall be awarded to the supplier/s determined to have submitted the single or lowest and responsive quotation. The proponent/s with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the following documents before award of the project/contract:

1. Mayor’s / Business Permit
2. PhilGEPS Registration
3. Notarized Omnibus Sworn Statement

For inquiry, you may contact Ms. Ariane Xyrille P. Cacho at Telephone No. (074) 442-5308.

SIGNED

MARIA DOLORES C. GUEVARA

First Vice President

Head, BBG-Northern Luzon

TERMS OF REFERENCE

Supply and Delivery of 180 pieces Polo Shirts with Sublimation Print**Approved Budget for the Contract**

The approved budget for the contract shall be in the amount of PESOS: ONE HUNDRED SEVENTEEN THOUSAND ONLY (₱117,000.00) or P650.00 per piece. The ABC is inclusive of all required services and taxes. The estimated cost shall be against the approved BBS' budget for Planning.

Required Specification

Material	Standard Fabric		
Print Design	Full Sublimation		
Collar, button and sleeves	With collar, buttons and short sleeves, no cuffs		
Quantity	180 pieces		
Sizes	Size	Quantity	
	XS	3	
	S	24	
	M	55	
	L	50	
	XL	32	
	2XL	11	
	3XL	5	
	TOTAL	180	

Design

Contract price and payment terms

No down payment. Payment shall be made 15 working days after complete delivery and acceptance of items.

Acceptance Procedure

- To be received by DBP BBG – Northern Luzon personnel
- Random or 100% inspection may be conducted to check compliance on the required specifications

Prepared by:

SIGNED

MGR. MA. ROMA ROSA C. LEONARDO

Technical Assistant, BBS

Approved by:

SIGNED

EVP GEORGE S. INOCENCIO

Head, BBS

PRICE QUOTATION FORM

 The Regional Bids and Awards Committee
 Development Bank of the Philippines
 Branch Banking Group – Northern Luzon
 Lower Session Road
 Baguio City, Benguet

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description		Qty	Unit	Unit Cost	Total Price
Supply and Delivery of 180 pieces Polo Shirts with Sublimation Print					
Size	Quantity				
XS	3				
S	24				
M	55				
L	50				
XL	32				
2XL	11				
3XL	5				
TOTAL	180				
Total					
Amount in Words					

The above-quoted prices are inclusive of all costs and applicable taxes.

 Name of Company

 Name/Signature of Representative

 Contact No.