

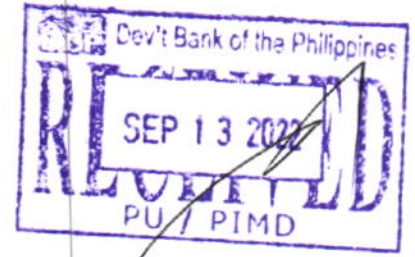
PHILGEPS  
 DATE: 9/13/22  
 CONTROL NO.:

Development Bank of the Philippines (DBP)

TECHNICAL SPECIFICATIONS

Mode of Procurement – Small Value

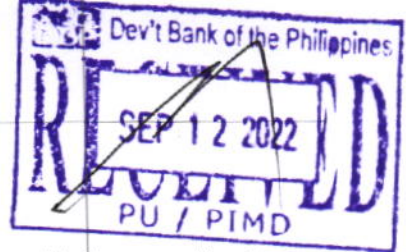
Supply and Delivery of Pressboard Folders



I. **Approved Budget for the Contract: ₱274,850.00** (Inclusive of VAT and other applicable taxes)

II. **Technical Specifications**

Quantity	Item	Unit Price	Total Amount	Specifications
2,600	Pressboard Folder, Orange, Legal	28.00	₱72,800.00	<ul style="list-style-type: none"> <li>▪ Material: Paper Board</li> <li>▪ Color: Orange</li> <li>▪ Size: 242 mm x 369 mm (± 5 mm)</li> <li>▪ Basis Weight: 312 GSM (min.)</li> <li>▪ Packaging: 100 pieces per box</li> <li>▪ Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/ Book Cloth/Paper Cloth</li> </ul>
1,000	Pressboard Folder, Yellow, Legal	29.00	₱29,000.00	<ul style="list-style-type: none"> <li>▪ Material: Paper Board</li> <li>▪ Color: Yellow</li> <li>▪ Size: 242 mm x 369 mm (± 5 mm)</li> <li>▪ Basis Weight: 312 GSM (min.)</li> <li>▪ Packaging: 100 pieces per box</li> <li>▪ Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/ Book Cloth/Paper Cloth</li> </ul>
500	Pressboard Folder, Red, Legal	32.50	₱16,250.00	<ul style="list-style-type: none"> <li>▪ Material: Paper Board</li> <li>▪ Color: Red</li> <li>▪ Size: 242 mm x 369 mm (± 5 mm)</li> <li>▪ Basis Weight: 312 GSM (min.)</li> <li>▪ Packaging: 100 pieces per box</li> <li>▪ Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/ Book Cloth/Paper Cloth</li> </ul>
2,900	Pressboard Folder, Violet, Legal	28.00	₱81,200.00	<ul style="list-style-type: none"> <li>▪ Material: Paper Board</li> <li>▪ Color: Violet</li> <li>▪ Size: 242 mm x 369 mm (± 5 mm)</li> <li>▪ Basis Weight: 312 GSM (min.)</li> <li>▪ Packaging: 100 pieces per box</li> <li>▪ Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/ Book Cloth/Paper Cloth</li> </ul>
2,700	Pressboard Folder, Blue, Legal	28.00	₱75,600.00	<ul style="list-style-type: none"> <li>▪ Material: Paper Board</li> <li>▪ Color: Blue</li> <li>▪ Size: 242 mm x 369 mm (± 5 mm)</li> <li>▪ Basis Weight: 312 GSM (min.)</li> <li>▪ Packaging: 100 pieces per box</li> <li>▪ Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/Book Cloth/Paper Cloth</li> </ul>
<b>TOTAL</b>			<b>₱274,850.00</b>	



**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 Notice to proceed (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. The Supplier must submit 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; and
  - d) Proof of PhilGEPS registration.
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 a retention money or special bank guarantee equivalent to one percent (1%) of the total contract price which shall only be released after the lapse of the warranty period, or after consumption thereof. Provided, however that the items delivered are free from patent and latent defects and all the conditions imposed have been fully met.

**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.
3. The winning bidder must open and maintain an account (Savings or Current) with the Development Bank of the Philippines for payment purposes.

Prepared by:

**Signed**

**AM PRECIOSA THERESA F. MANINGAS**  
Head, ICIP Team II

Recommended by:

**Signed**

**AVP YOLANDA JULIE A. JUVEN**  
Head, ICIP Unit

Approved by:

**Signed**

**AVP DINAH MARIA U. TONGCUA**  
Officer-in-Charge, PACID  
(per Office Order No. 20 dated January 7, 2022)

