



REQUEST FOR QUOTATION (RFQ)

Plaques for Loyalty Tokens

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-23-00185
Date of Posting/Canvass : 04/03/2023
Deadline of Submission : 04/12/2023 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 919,080.00

Item	Quantity	Unit Cost	Total Cost
Kindly refer to the attached Terms of Reference for details and other conditions.			

Please be guided by the following:

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

Documentary Requirements:

- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement (For ABC's above P50K); with Secretary's Certificate as applicable
- Business/Income Tax Return (For ABC's above P500K);
- Samples/Brochure/Data Sheet, as necessary and/or other documents as specified in the TOR / SOW / TS.

For submission of proposal and any inquiry, you may contact the following personnel:

MELBA V. BERMUDEZ / mvbermudez@dbp.ph / 8818-9511 local 2602 / 0905-941-6120

Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.

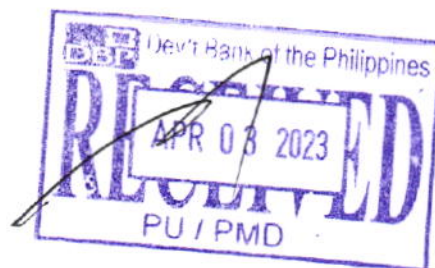
Name of Company/Supplier: _____

Authorized Signatory: _____ **Date:** _____
Signature over Printed Name

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Terms of Reference

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I. Background

"Lingkod Katapatan" Loyalty Awards Program is a key component of DBP's overall employee recognition efforts which seek to recognize and publicize the value of long dedicated service of Bank employees to the institution.

II. Total Approved Budget for the Contract (ABC):

Total Number of Recipients	Total
621	P919,080.00 @P1,480 each (inclusive of VAT & all applicable taxes)


III. Deliverables

Item/Plaque	No. of Years in Service	Quantity (No. of pieces)
1	10	90
2	15	52
3	20	15
4	25	42
5	30	405
6	35	8
7	40	9
TOTAL		621

Details of specifications attached as Annex A.

IV. Supplier's Qualification / Documentary Requirements

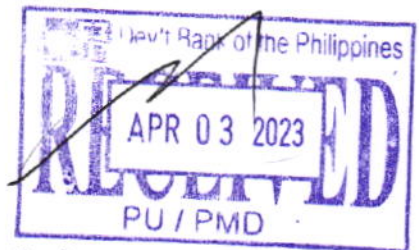
A. In addition to the quotation/price offer, the following must be submitted:

1. PhilGeps registration number or a valid PhilGeps Registration Certificate;
2. SEC Registration or a valid DTI registration (Suppliers must at least be five (5) years in business;
3. 2023 Mayor's/Business Permit, 

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4. Secretary's Certificate (for supplier under partnership/corporation)
 5. Omnibus Sworn Statement
 6. Income Tax Return for the current year/ Business Tax Returns for the last 6 months.
 7. Submission of exact prototypes of the following items:
 - a. One (1) plaque for 10 years in service
 - b. One (1) plaque for 40 years in service
 8. Exact prototypes, compliant to the required technical specifications should be submitted together with the quotation, for evaluation.
 9. Soft copy of the approved plaque design shall be provided by DBP.
 10. Signed Request for Quotation (RFQ)
- V. Contract Price and Payment Terms

No downpayment. Payment shall be processed upon completion of delivery subject to submission of the complete documents (i.e. Sales Invoice/Billing Statement, Certificate of Completion /Acceptance, as applicable) and shall be deposited to the supplier's DBP bank account 20 working days after complete delivery and acceptance of items.

VI. Delivery

- A. Delivery Period: Within thirty-five (35) calendar days from approval of final sample.
- B. Time : 8:00am to 4:00 pm on or before the set deadline
- C. Place : Receiving Unit-Procurement and Inventory Management Department (PIMD), DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
- D. All deliveries shall be subject to inspection within a period of five (5) working days by the said receiving section in coordination with the concerned Business Unit to check compliance with the specifications.
- E. Late delivery, based on the above schedule, shall be subjected to a penalty equivalent to 1/10 or 1% per day of the price of undelivered quantity to be deducted from the payment to the supplier.

VII. Warranty /Retention

- A. Warranty shall be for three (3) months, to be covered by a retention money or issuance of a special bank guarantee equivalent to at least 5% of the total price;
- B. Retention money shall be released three (3) months after the issuance of certificate of completion;

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- C. In case of defects, trophy must be replaced within two (2) months after acceptance of delivery;
- D. Defects are not limited to the following:
 - d.1 Manufacturing defects; and
 - d.2 Error/s in printing of the details including but not limited to the name of recipient/s or in the number of years in service.

VII. Non-disclosure Condition

- A. Information about DBP contained in this document is considered confidential and must be treated as such by the recipients of this Technical Specifications. The responses to the Technical Specifications shall likewise be treated as confidential and shall not be disclosed to third party.
- B. DBP and the winning supplier agree to hold and maintain all confidential information and materials which shall come into its knowledge and possession in connection with the performance of the contract.

Recommended by:

Signed

SM Leonor M. Pasia-Cahulogan
Officer-In-Charge, Employee Engagement Unit

Approved by:

Signed

AVP Alex F. Olivarez, MD
Officer-In-Charge, Employee Relations Department
(Per Office Order No. 2028 dated July 1, 2022)

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Annex A

TROPHY SPECIFICATIONS:

I. Quantity and Height

	No. of Years in Service	Quantity/ No. of pcs.	Height
a.	10	90	8.5"
b.	15	52	9.5"
c.	20	15	10.5"
d.	25	42	11.5"
e.	30	405	12.5"
f.	35	8	13.5"
g.	40	9	14.5"
Total		621	

II. Description

a. 3 panel ultra clear glass

- 1st panel - .5" thick optic clear glass with facade photographic lamination print
- 2nd panel - .375" thick optic clear glass with print
- 3rd panel - .25" thick round optic clear glass with print

b. Base - 2pcs., (.50" and .25") solid thick ultra clear glass with bevel,.

c. Packaging - Individually packed with plastic and protective bubble film in corrugated box, with sticker label.

d. Warranty - One (1) year warranty against dismounting, fading, dulling and peeling on print.

e. Names of employee and lengths of service shall be provided to the winning supplier before issuance of the Purchase Order.

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The
Development Bank of the Philippines
presents this

LOYALTY AWARD

to

NAME

In grateful appreciation of
40 years of dedicated service
to the Bank and to the country.

Given this 9th day of June 2023 at the
Philippines International Convention
Center, Pasay City, Philippines.

(Signature)

DANTE O. TINGA
Chairman

(Signature)

MICHAEL O. DE JESUS
President and CEO

We build Possibilities.



.5 inch THICK
OPTIC CLEAR
GLASS WITH PRINT
WITH SEPIA LOOK

.375 inch THICK
OPTIC CLEAR
GLASS WITH PRINT

0.25" optaic clear
glass with print

0.25" optic clear
glass

0.5" optic clear
bevelled glass

A handwritten signature in dark ink, located at the bottom right of the page.