



REQUEST FOR QUOTATION (RFQ)

Ballpen, per approved Specifications

Procuring Entity : DBP Head Office
 Solicitation Number : P-CAD-2300259
 Date of Posting/Canvass : 05/16/2023
 Deadline of Submission : 05/19/2023 (4:30PM)
 Approved Budget for the Contract (ABC) : ₱ 385,000.00

Item	Quantity	Unit Cost	Total Cost
Kindly refer to the attached Technical Specifications 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;
- Proposal/ Quotation
- Omnibus Sworn Statement
- Signed Request for Quotation
- Secretary's Certificate (for supplier under partnership/corporation)

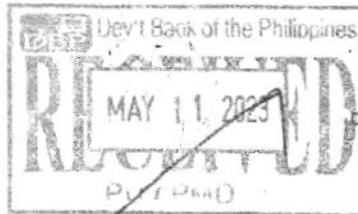
For submission of proposal and any inquiry, you may contact the following personnel:
HENRY T. MARIANO / htmariano@dbp.ph / 8818-9511 local 2636 / 0927-2215248

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



DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines

TECHNICAL SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF BALLPEN

- I. **Total Approved Budget for the Contract (ABC):** P 385,000.00 or P110.00 per piece (Inclusive of all taxes)
- II. **Quantity:** 3,500 pieces
- III. **Technical Specifications:**

Material	:	Metal
Body Color	:	Blue
Clip Color	:	Silver
Size	:	5.5 inches
Ball Point	:	0.5 mm
Ink Color	:	Black (regular)
DBP Logo	:	Full Color
DBP Logo Size	:	0.5 inch (proportionate) (Please see Annex A) (Digital copy of the DBP logo to be provided by DBP)
DBP Logo Position	:	Please see Annex A
DBP Logo Application	:	UV print
Packaging	:	Individually wrapped in plastic pouch

1. Please see attached image of the item in Annex A.
2. Prospective suppliers may inspect the sample ballpen at the Corporate Affairs Department, G/Floor, DBP Head Office. Contact persons: SM Lina Maria C. Reyno and Joanna Camille S. Santiago, Tel. No. 8 818-9511 loc. 6136.

IV. **Delivery Period:**

1. Within 75 calendar days after receipt of Notice to Proceed.
2. Final quantity of items allocated to business units identified as delivery points shall be advised 10 calendar days after the issuance of Notice to Proceed.

V. **Delivery Points and Proposed Distribution Plan (See Annex B)**

1. Shipping cost and insurance for all the items to be shouldered by the winning supplier.
2. Winning supplier to submit copy of delivery receipt to the Corporate Affairs Department.
3. The quantity of ballpen per delivery point should be reflected in the delivery receipt.

VI. **Requirements for Submission of Proposal:**

1. Quotation (per unit and total inclusive of taxes).
2. Copy of 2023 Mayor's/Business Permit.
3. Proof of PhilGEPS Registration

TECHNICAL SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF BALLPEN

4. Omnibus Sworn Statements (and Secretary's Certificate – as applicable).
5. At least one (1) ballpen for evaluation. The sample to be submitted must be compliant to the required specifications and must be the same as the sample from DBP. The sample from the supplier shall be submitted within fifteen (15) calendar days from the last posting day of the project at the PhilGEPS website.
6. Signed Request for Quotation

VII. Terms in the Evaluation of Proposal and Sample:

1. Incomplete submission of requirements shall not be evaluated.
2. Quotations above the ABC shall automatically be disqualified.
3. Technical evaluation shall be undertaken by the Corporate Affairs Department.
4. The lowest calculated proposal shall be declared based on the lowest calculated price provided compliant with requirements and the sample submitted is compliant to the required technical specifications.

VIII. Other Terms and Conditions:

1. No down payment. Payment shall be processed after completion of delivery subject to submission of complete documents for payment by Supplier (i.e. Billing Statement/Statement of Account if applicable)
2. Random checking of items will be done to ensure that the items received are in good condition and in compliance with required specifications.
3. Items with defects shall be rejected and must be replaced by the supplier within ten (10) working days and without additional cost
4. Penalty: For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO/NTP, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

Recommended by:

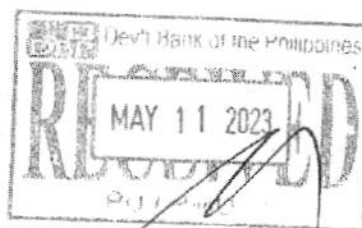
SIGNED

SM Lina Maria C. Reyno
Head, Events Unit
Corporate Affairs Department

Approved by:

SIGNED

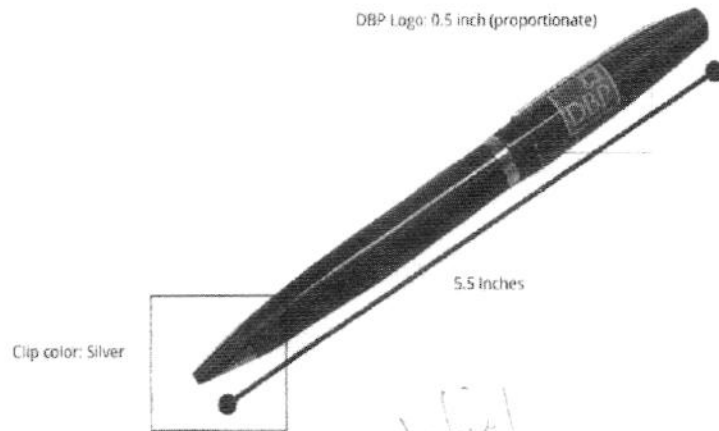
FVP Zandito Carlos P. Sison
Head, Corporate Affairs Department and
Chairperson, Technical Working Group



Technical Specifications for the Supply and Delivery of Ballpen

Annex A

Please attach image of Ballpen



[Handwritten signature]
88