



REQUEST FOR QUOTATION (RFQ)

J-TYPE UMBRELLA, per approved Specifications

Procuring Entity : DBP Head Office
 Solicitation Number : P-CAD-2300258
 Date of Posting/Canvass : 05/16/2023
 Deadline of Submission : 05/19/2023 (4:30PM)
 Approved Budget for the Contract (ABC) : ₱ 880,000.00

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)

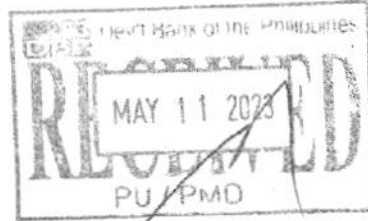
For submission of proposal and any inquiry, you may contact the following personnel:
HENRY T. MARIANO / htmariano@dbp.ph / 8818-9511 local 2636 / 0927-2215248

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 J-TYPE UMBRELLA

I. **Total Approved Budget for the Contract (ABC):** P 880,000.00 or P 275.00 per piece
(Inclusive of all taxes)

II. **Quantity:** 3,200 pieces

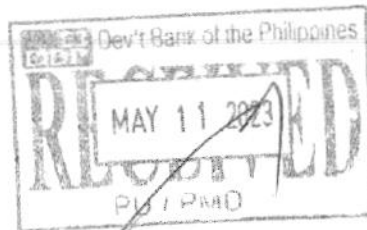
III. **Technical Specifications**

Size	:	At least 23 inches At least 34 inches (from tip to handle)
Diameter	:	At least 45 inches
Material	:	Pongee
Color	:	Black (With DBP logo and tagline print on one panel – See Annex A)
Frame	:	Stainless with black metal pole
Post	:	Stainless
Ribs	:	Stainless with spring
Panel	:	8 panels
Handle	:	Black color "J" shape plastic handle Open method: automatic open & manual close
DBP Logo with tagline Size	:	DBP Logo with tagline (See Annex A) 12 inches (W) x 3 inches (H) (Soft copy of the DBP logo and tagline to be provided by DBP)
Mode of printing/ Design Application for logo	:	Digital printing
Packaging	:	Packed individually in plastic

1. Please see attached image of the item in Annex A.
2. Prospective suppliers may inspect the sample J-type umbrella 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.



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J-TYPE UMBRELLA

2. Final quantity of items allotted 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 J-type umbrella per delivery point should be reflected in the delivery receipt.

VI. Requirements for Submission of Proposal:

1. Quotation (must reflect the unit cost per piece and the total cost, inclusive of taxes).
2. Copy of 2023 Mayor's/Business Permit.
3. Proof of PhilGEPS Registration.
4. Valid/Latest Income Tax Returns.
5. Omnibus Sworn Statements (and Secretary's Certificate – as applicable).
6. At least one (1) J-type umbrella for evaluation. The sample to be submitted must be compliant with the required specifications and must be the same as the sample presented by DBP. The sample of the supplier must be submitted within Fifteen (15) calendar days from the last posting day of the project at the PhilGEPS website.
7. Signed Request for Quotation.

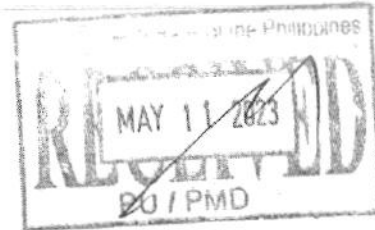
VII. Terms in the Evaluation of Proposal and Sample:

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 with required technical specifications.

VIII. Other Terms and Conditions:

1. No down payment. Payment shall be processed after completion of delivery and submission of complete documents for payment by the 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 compliant with the required specifications.
3. Items with defects shall be rejected. The defective item must be replaced by the supplier within ten (10) working days without additional cost.

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JK
Law

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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

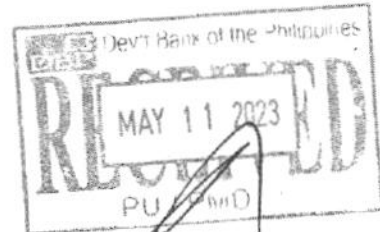
SM Lina Maria C. Reyno
Head, Events Unit
Corporate Affairs Department



Approved by:

SIGNED

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

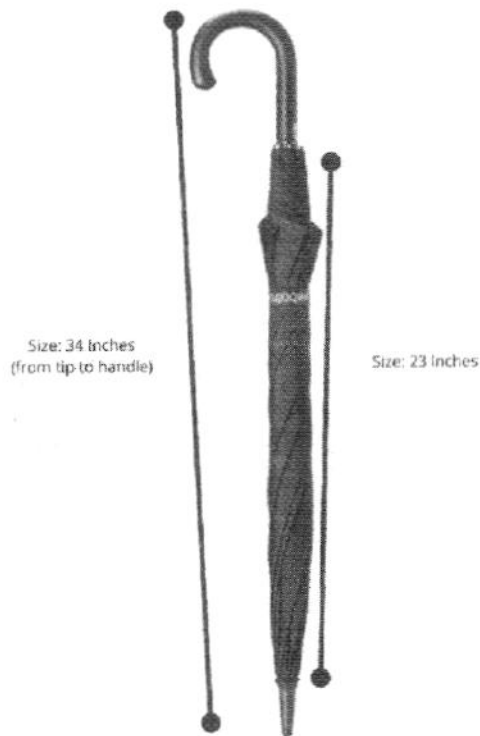


TECHNICAL SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF J-TYPE UMBRELLA

Annex A



Handle:
Black color "J" shape plastic handle



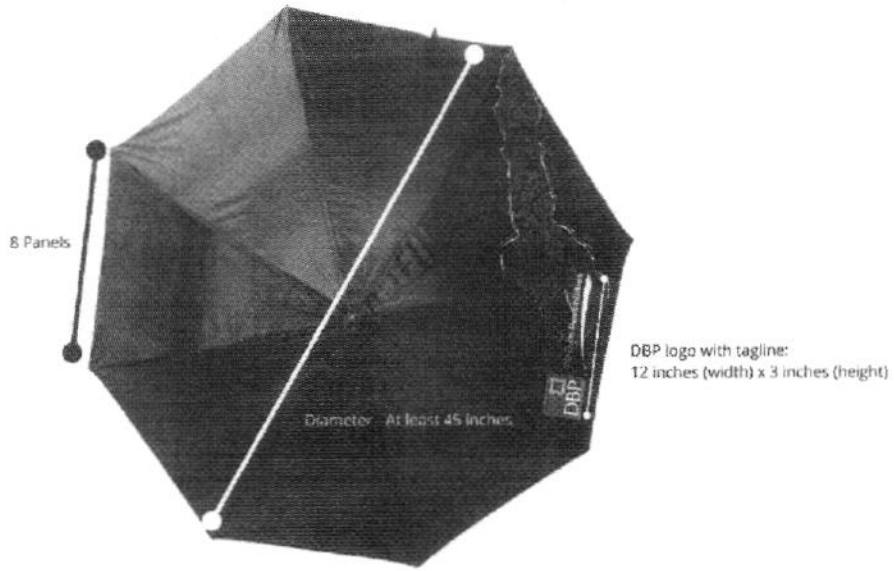
Size: 34 inches
(from tip to handle)

Size: 23 inches

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Annex A



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