



REQUEST FOR QUOTATION

Hiring of Sports Officiating Services

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-24-00009
Date of Posting/Canvass : 02/19/2024
Deadline of Submission : 02/23/2024 (09:00 AM)
Approved Budget for the Contract (ABC) : ₱490,130.00

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.

Documentary Requirements:

- Proof of PhilGEPS Registration;
- Valid (2023 or 2024) Mayor's/Business permit;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation; and
- Conformed DBP Terms of Reference (with name and signature of Supplier's Authorized Representative per page)

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

EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2645 / 0917-859-2388

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

TECHNICAL SPECIFICATIONS – Hiring of Sports Officiating Services for FAMILY DAY 2024

**DEVELOPMENT BANK OF THE PHILIPPINES
TECHNICAL SPECIFICATION —
HIRING OF SPORTS OFFICIATING SERVICES PER TERMS OF REFERENCE**

A. OBJECTIVE

To resume the Family Day of the bank

ITEM	QUANTITY	APPROVED BUDGET	SPECIFICATIONS
<p>HIRING OF OFFICIATING SERVICES PER TERMS OF REFERENCE (3-4 officials per game)</p> <ul style="list-style-type: none"> • Palarong Pinoy <ul style="list-style-type: none"> - Langit at Lupa - Jack en Poy - Agawan Base - Luksong Lubid - Araw Lilim - Bulong Pari - Agawan Panyo - Pepsi 7-Up - Kadang-kadang - Palosebo - Agawan Buko - Luksong tinik - Pabitin - Pukpok Palayok - Tumbang Preso - Patintero - Sipa • Fun Games <ul style="list-style-type: none"> - The Boat is sinking - News Paper dance - Dragon's Tail - Finding coin in a flour - Balloon - Woodle Race 	1 lot	P490,130.00 (inclusive of VAT/applicable taxes)	<p>Purpose : Hiring of Officiating Services for Family Day 2024</p> <p>Date : March 9, 2024</p> <p>Venue : Marikina Sports Complex 24 Sumulong Highway Marikina City</p> <p>Contact Person : Mgr. Rudelito L. Tirado Jr. (02) 818-9511 local 2510 Email address: rjltirado@dbp.ph</p> <p>CONDITIONS :</p> <ol style="list-style-type: none"> 1. Must be in the business for at least five (5) years and with experience in an sports officiating services. 2. Proposal shall be evaluated based on lowest price, provided compliant with the minimum requirements. 3. Must be available on the date of event (march 9, 2024) from 7:00 AM to 7:00 PM. 4. Food and meals of officials must be provided by the supplier. 5. The supplier will provide all the game materials.

TERMS OF REFERENCE – Hiring of Sports Officiating Services for FAMILY DAY 2024

<ul style="list-style-type: none"> - Calamansi relay - Head Shoulders Knees & Toes - Pass the Message - Trip to Jerusalem - Pinoy Henyo • Ball Games <ul style="list-style-type: none"> - Basketball (Exhibition game) - Volleyball (Blind Volleyball, regular volleyball, Big Ball Volleyball) - Badminton (Exhibition Game) • Swimming Lessons for dependents – no games 			
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B. CONDITIONS OF THE CONTRACT:

1. The Provider shall ensure that the services are in accordance with the specifications required by DBP. DBP has the right to reject if were found to be not in accordance with the required specifications.
2. The DBP may terminate/cancel the Contract when the Supplier fails to deliver, perform and comply with its obligation.
3. Interested Supplier/s must submit the following:
 - a. Proposal/Quotation
 - b. 2023 or 2024 Mayor’s Permit/Business Permit
 - c. Signed Request for Quotation (RFQ)

TERMS OF REFERENCE – Hiring of Sports Officiating Services for FAMILY DAY 2024

- d. Proof of PhilGEPS Registration
- e. Omnibus Sworn Statement
- f. Secretary's Certificate (for supplier under partnership/corporation)

C. Payment:

- a. Full Payment shall be processed after the completion of the event subject to the complete documents for payment (eg.. Billing Statement/Statement of Account / Certificate of Completion as applicable)
- b. 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 10 percent (10%) of the amount of PO, the DBP may rescind or terminate the contract without prejudice to other courses of action and remedies open to it.

RECOMMENDED BY:

SIGNED

RUDELTO L. TIRADO, JR.

Manager

Wellness Program/Medical Claims

Health and Wellness Unit/ERD/HRMG

APPROVED BY:

SIGNED

AVP ALEX F. OLIVAREZ

Concurrent OIC, ERD

Per Group Order No. 2028 dated July 1, 2022