



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Various Ball pens

Procuring Entity : DBP Head Office
 Solicitation Number : R-PIMD-24-00230
 Date of Posting/Canvass : 06/05/2024
 Deadline of Submission : 06/11/2024 (10:00am)
 Approved Budget for the Contract (ABC) : ₱ 115,000.00

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:

- Proposal/Quotation (using the supplier's letterhead) [must reflect the unit cost per piece and the total cost, inclusive of taxes];
- 2024 Mayor's/Business Permit;
- Omnibus Sworn Statement (10 statements);
- Signed Request for Quotation (RFQ);
- Secretary's Certificate (for supplier under partnership/corporation);
- Proof of PhilGEPS Registration; and
- Sample of each item/s being offered, for evaluation

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

MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2625

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: _____

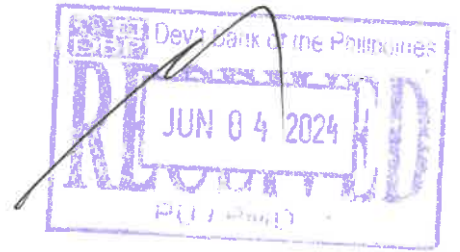
Signature over Printed Name

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of Various Ball pens



I. Approved Budget for the Contract: One Hundred Fifteen Thousand Pesos ₱ 115,000.00
(Inclusive of VAT/applicable taxes and other charges)

II. Technical Specifications:

Item	Specifications	Quantity	Unit Price	Total Amount
1	Ball pen, Black <ul style="list-style-type: none">• Ink Color: Black• Tip: 0.5mm point, roller ball pen• Packaging: Twenty-five (25) pieces per box	20,000 pcs.	₱ 5.00	₱ 100,000.00
2	Ball pen, Red <ul style="list-style-type: none">• Ink Color: Red• Tip: 0.5 mm point, roller ball pen• Packaging: Twenty-five (25) pieces per box	3,000 pcs.	5.00	15,000.00
TOTAL				₱ 115,000.00

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.
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:** Delivery shall be within Fifteen (15) 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. Interested Supplier/s must submit all of the following:
 - a) Proposal/Quotation;
 - b) 2024 Mayor's/Business Permit;
 - c) Omnibus Sworn Statement;
 - d) Signed Request for Quotation (RFQ);
 - e) Secretary's Certificate (for supplier under partnership/corporation);
 - f) Proof of PhilGEPS Registration; and
 - g) Sample of each item/s being offered, for evaluation.

CONFORME:

Company Name

Name & Signature

Date

Supply and Delivery of Various Ball Pens

IV. Payment:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (i.e. Billing Statement/Statement of Account, as applicable).
2. 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.

Prepared by:

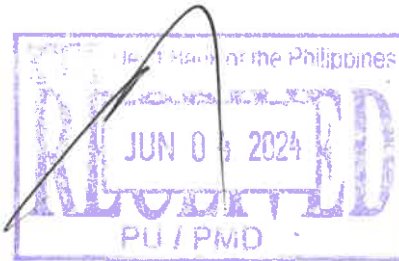
SIGNED
MARIVIC M. AQUINO
OIC, Warehouse VisMin, IMU-PIMD

Recommended by:

SIGNED
SM EMMA O. PEDREZUELA
Head, IMU-PIMD

Approved by:

SIGNED
VP FE B. DELA CRUZ
Head, PIMD



CONFORME:

Company Name

Name & Signature

Date