



**REQUEST FOR QUOTATION (RFQ)**

**Continuous Form, 5 Ply, 11 x 9 ½ , Carbonless with DBP Logo Print, 250 sets/box**

Procuring Entity : DBP Head Office  
Solicitation Number : P-PIMD-24-00225  
Date of Posting/Canvass : 06/06/2024  
Deadline of Submission : 06/13/2024 (9:00 AM)  
Approved Budget for the Contract (ABC) : Php 100,000.00

**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.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

**Documentary Requirements:**

- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement;
- Secretary's Certificate ( for suppliers under partnership/corporation )
- Signed Request for Quotation (RFQ).

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

**LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604**

*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: \_\_\_\_\_

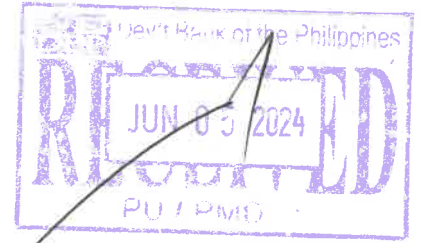
Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature over Printed Name*

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value



Supply and Delivery of 100 Boxes of Continuous Forms, 5 ply, 11x9 ½”, with DBP Logo

I. **Approved Budget for the Contract: One Hundred Thousand Pesos (₱100,000.00)**  
(Inclusive of VAT/applicable taxes and other charges)

II. **Technical Specifications:**

| Item  | Specifications   | Quantity  | Unit Price | Total Amount        |
|---|--|-----------|------------|---------------------|
| Continuous Forms, 5ply 11” X 9 ½”, with DBP Logo and Name | <ul style="list-style-type: none"><li>• Carbonless paper, 50 GSM (min)</li><li>• White bond paper</li><li>• No. of Ply: 5 ply</li><li>• 1<sup>st</sup> Ply: Coated Back (CB)</li><li>• 2<sup>nd</sup> to 4<sup>th</sup> Ply: Coated Front and Back (CFB)</li><li>• 5<sup>th</sup> Ply: Coated Front</li><li>• Size: 11” X 9 ½ “</li><li>• Printing: Single Color (for the DBP logo)</li><li>• Packaging: 250 sets/box</li><li>• With both side perforations and sprocket holes</li><li>• Carton box packing must be made from recycled material.</li></ul> | 100 boxes | ₱ 1,000.00 | ₱ 100,000.00        |
| <b>TOTAL</b>  |  |           |            | <b>₱ 100,000.00</b> |

III. **Conditions of the Contract**

1. The Winning 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:** The Winning Supplier shall deliver the Continuous Forms within Thirty (30) calendar days after approval of the DBP of the sample prints/proof of the DBP-provided logo and name.
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. The Winning Supplier shall produce and submit sample prints of the Continuous Forms using the DBP-provided logo and name before proceeding with actual production. Sample prints/proof (using the DBP-provided logo and name) shall be submitted for approval of DBP within seven (7) calendar days after receipt of Notice to Proceed (NTP).
6. **Warranty:** Manufacturing defects shall be replaced by the Supplier for three (3) months after acceptance by DBP of the delivered items.

Conforme: \_\_\_\_\_  
Signature over Printed Name

Supply and Delivery of 100 boxes of 5-Ply Continuous Forms, 11x9 ½" with DBP Logo

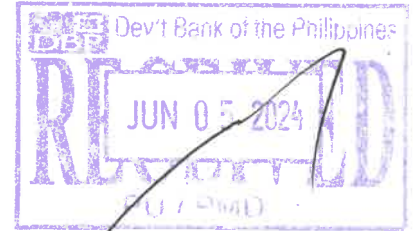
**7. Payment:**

- a. Payment shall be processed after completion of delivery subject to complete documents for payment (i.e. Billing Statement/Statement of Account, as applicable).
- b. The Supplier shall issue a Certificate of Compliance using the attached form. (Annex B)
- c. 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.

**IV. Other Conditions:**

Interested Supplier/s must submit all of the following:

1. Proposal/Quotation;
2. 2024 Mayor's/Business Permit;
3. Proof of PhilGEPS Registration;
4. Omnibus Sworn Statement;
5. Signed Request for Quotation (RFQ);
6. Secretary's Certificate (for supplier under partnership/corporation); and
7. Supplier's Certification signed by the Supplier/Authorized Representative certifying the use of recycled material for the packaging and paper stock of 50 GSM used for production (per Annex A) to be validated by IMU-PIMD using a mini digital platform scale.



Prepared by:

SIGNED

**MARIVIC M. AQUINO**

Acting Head, 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: \_\_\_\_\_

Signature over Printed Name

## CERTIFICATION OF PAPER STOCK

\_\_\_\_\_  
(Date)

**The Head, Procurement and Inventory Management Department**  
Development Bank of the Philippines  
Sen., Gil J. Puyat Ave. corner Makati Ave.  
Makati City

I/We, \_\_\_\_\_, in connection with the participation of  
(Supplier's Representative/s)

\_\_\_\_\_ in the procurement for the project, Supply  
(Name of Company/Supplier)

and Delivery of 100 boxes of Continuous Form, 5 Ply, 11x9 ½" with DBP Logo of the

Development Bank of the Philippines, hereby CERTIFY that the attached sample conforms to

the specifications as required under Section II of the Technical Specifications, to wit:

Paper Requirement: Paper Stock – **50 GSM**

Packaging: Made from recycled material

\_\_\_\_\_  
Name and Signature of Supplier's Authorized Representative

Conforme: \_\_\_\_\_  
Signature over Printed Name

Supply and Delivery of 100 boxes of 5-Ply Continuous Forms, 11x9 ½" with DBP Logo

**Annex B**

\_\_\_\_\_  
(Date)

## **CERTIFICATE OF COMPLIANCE**

I/We hereby certify that we have completed the project, Supply and Delivery of 100 boxes of 5-ply Continuous Forms, 11x9½" with DBP Logo, as per Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_, in full compliance with the given Technical Specifications.

\_\_\_\_\_  
Name and Signature of Supplier's Authorized Representative