



**REQUEST FOR QUOTATION (RFQ)**

**Supply and Delivery of Various Trash Bags, Per Terms of Reference**

Procuring Entity : DBP Head Office  
Solicitation Number : P-COMMONWEAL-24-00001  
Date of Posting/Canvass : 8/19/2024  
Deadline of Submission : 08/27/2024 (9:00 AM)  
Approved Budget for the Contract (ABC) : Php 78,090.00

**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:**

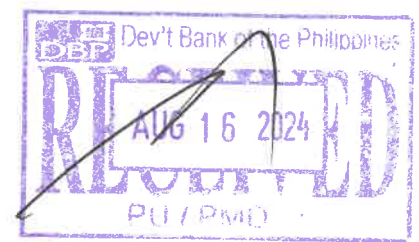
- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Signed Request for Quotation (RFQ).
- Notarized Omnibus Sworn Statement;
- Secretary's Certificate (for suppliers under Partnership/Corporation);
- Sample of each item offered;
- Certification of Plastic Stock/Material (Annex A)

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  
Head Office: Sen Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines

## TERMS OF REFERENCE

### Supply and Delivery of Various Trash Bags

I. **Approved Budget for the Contract:** Php 78,090.00 (inclusive of VAT and other charges)

II. **Technical Specification:**

No.	COLOR	THICKNESS	SIZE	MEASUREMENT (INCHES)	QUANTITY	UOM	UNIT COST	TOTAL
1	Black	0.0012mil	Small	18 x 18	2,500	pcs.	2.50	6,250.00
2	Green	0.0012mil	Small	18 x 18	200	pcs.	2.90	580.00
3	Black	0.0012mil	Medium	22 x 24	3,700	pcs.	3.80	14,060.00
4	Black	0.0012mil	Large	26 x 32	5,000	pcs.	5.40	27,000.00
5	Clear	0.0012mil	Large	26 x 32	300	pcs.	5.80	1,740.00
6	Green	0.0012mil	Large	26 x 32	200	pcs.	5.80	1,160.00
7	Black	0.0012mil	XXL	37 X 40	2,900	pcs.	8.40	24,360.00
8	Clear	0.0012mil	XXL	37 X 40	300	pcs.	9.80	2,940.00

**TOTAL COST: 78,090.00**

**Note:**

1. To be procured as 1 (one) Lot.
2. Project shall be awarded to the supplier with the lowest total offer, subject to the condition that the offer amount shall not exceed the set ABC per item.
3. Must made of polyethylene (PE)
4. Should contain a minimum of 30% postconsumer material.

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

**III. Conditions of the Contract:**

1. The Supplier shall ensure that the items delivered are in accordance with the Technical Specifications required by the DBP. DBP has the right to reject/refuse delivery if items delivered were found to be defective and not in accordance with the required specifications.
2. The DBP may terminate/cancel the Purchase Order (PO) if the Supplier fails to deliver, perform and comply with its obligation.
3. **Delivery Period:** The supplier shall deliver the item within fifteen (15) calendar days after the receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** 2<sup>nd</sup> Floor DBP Building Commonwealth Avenue, Diliman, Quezon City

**IV. Payment:**

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. 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.

**V. Requirements for Interested Supplier/s:**

1. Quotation/Proposal
2. 2024 Mayor's/Business Permit
3. Proof of PhilGEPS Registration
4. Omnibus Sworn Statement
5. Secretary's Certificate (for supplier under partnership/corporation)
6. Signed Request for Quotation (RFQ)
7. The supplier shall submit samples of each item to DBP together with the quotation for evaluation.
8. Certification of Plastic Stock/Material (ANNEX A)

**Recommended by:**

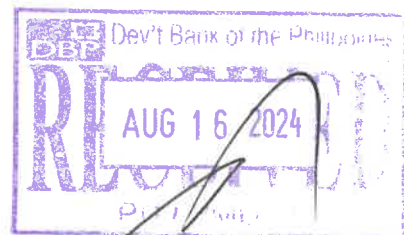
**SIGNED**

**MGR. MARYKNELL R. PORCIONCULA**  
Tech. Assts, BBG Metro Manila

**Approved by:**

**SIGNED**

**LEA R. SANTOS**  
Acting Head, BBG Metro Manila



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

## CERTIFICATION OF PLASTIC STOCK/MATERIAL

\_\_\_\_\_  
(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  
(Name of Company/Supplier)  
the project, \_\_\_\_\_ Supply and Delivery of Various Trash bags

\_\_\_\_\_ of the Development Bank of the Philippines, hereby CERTIFY that the attached plastic/material samples, which will be used for the requirements of the said project, conform to the specifications as required under Section II of the Technical Specifications, to wit:

1. Plastic Trash Bags must made of Polyethylene (PE)
2. The PE should contain a minimum of 30% postconsumer material.
3. The thickness of Trash Bag offered is 0.0012mil.

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

(Please print on Supplier's stationery)

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