



Development Bank of the Philippines

REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of 1 Lot Plaques for CY2023 Loyalty Awardees

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-24-00362
Date of Posting/Canvass : 08/7/2024
Deadline of Submission : 08/13/2024 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 449,888.00

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*);
- PhilGEPS Registration Number or a valid PhilGEPS Registration Certificate;
- SEC Registration or a valid DTI Registration
(*Suppliers must be at least five (5) years in the business*)
- 2024 Mayor's/Business Permit;
- Secretary's Certificate (*for supplier under partnership/corporation*);
- Omnibus Sworn Statement (*10 statements*);
- Signed Request for Quotation (RFQ);
- Submission of previously made plaque, made of the material specified in Annex A, to determine craftsmanship

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.

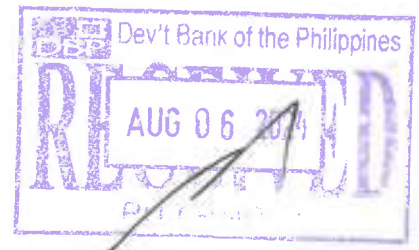
Name of Company/Supplier: _____

Authorized Signatory: _____ Date: _____

Signature over Printed Name

Development Bank of the Philippines

Terms of Reference



Supply and Delivery of 1 Lot Plaques for CY 2023 Loyalty Awardees

I. Background

“Lingkod Katapatan” Loyalty Awards Program is a key component in DBP’s overall employee recognition efforts which seek to recognize and publicize the value of long dedicated service of Bank employees to the institution.

II. Approved Budget for the Contract (ABC): P449,888.00 @ P1,654.00/pc. (inclusive of VAT & all applicable taxes)

III. Technical Specifications: (as per attached Annex A)

IV. Conditions of the Contract

1. The supplier shall ensure that items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if the item delivered was found to be defective and not according to the required technical specifications.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
3. The winning supplier shall submit an exact prototype of plaque compliant to the required technical specifications within five (5) calendar days after acceptance of the Notice to Proceed (NTP) before proceeding with the actual production.
4. Soft copy of the approved plaque design shall be provided by DBP
5. Delivery Period: Within forty (40) calendar days from approval of final sample.
6. Time : 8:00am to 4:00pm on or before the set deadline
7. Point of Delivery: DBP Building, Basement, Receiving Section of the Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat cor. Makati Ave., Makati City
8. All deliveries shall be subject to inspection within a period of five (5) working days by the said receiving section in coordination with the Employee Relations Department to check compliance with the specifications.

V. Warranty /Retention

1. Warranty shall be for three (3) months, to be covered by a retention money or issuance of a special bank guarantee equivalent to at least 5% of the total contract price;
2. Retention money shall be released three (3) months after the issuance of certificate of completion;
3. In case of defects, trophy must be replaced within two (2) months after acceptance of delivery;
4. Defects are not limited to the following:
 - 4.1 Manufacturing defects; and
 - 4.2 Error/s in printing of the details including but not limited to the name of recipient/s or in the number of years in service.

CONFORME:

Company Name

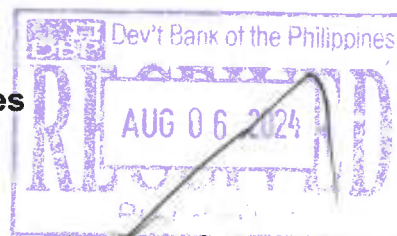
Name & Signature

Date

Development Bank of the Philippines

Terms of Reference

Supply and Delivery of 1 Lot Plaques for CY 2023 Loyalty Awardees



VI. Non-disclosure Condition

1. Information about DBP contained in this document is considered confidential and must be treated as such by the recipients of this Technical Specifications. The responses to the Technical Specifications shall likewise be treated as confidential and shall not be disclosed to third party.
2. DBP and the winning supplier agree to hold and maintain all confidential information and materials which shall come into its knowledge and possession in connection with the performance of the contract.

VII. Payment Terms

1. No downpayment.
2. Payment shall be processed upon completion of delivery subject to submission of the complete documents (e.g. Sales Invoice/Billing Statement, Certificate of Completion /Acceptance, as applicable)
3. 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, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

VIII. Documentary Requirements for Interested Suppliers:

1. Quotation/proposal
2. PhilGEPS Registration Number or a valid PhilGEPS Registration Certificate;
3. SEC Registration or a valid DTI registration (Suppliers must be at least five (5) years in the business)
4. 2024 Mayor's/Business Permit
5. Secretary's Certificate (for supplier under partnership/corporation)
6. Omnibus Sworn Statement
7. Signed Request for Quotation (RFQ)
8. Submission of previously made plaque, made of the material specified in Annex A, to determine craftsmanship

Recommended by:

SIGNED

SM Arlene Guevara-Masangcay

Officer-In-Charge, Employee Engagement Unit-ERD

Approved by:

SIGNED

VP Herdi G. Macasaet

Officer-In-Charge, Employee Relations Department-HRMG
(Per Office Order No. 162 dated 5 April 2024)

CONFORME:

Company Name

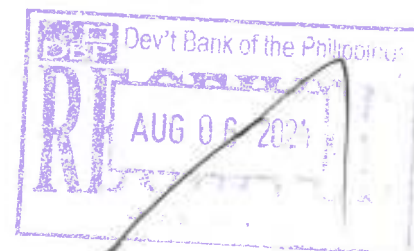
Name & Signature

Date

Development Bank of the Philippines

Terms of Reference

Supply and Delivery of 1 Lot Plaques for CY 2023 Loyalty Awardees



Annex A

TROPHY SPECIFICATIONS:

I. Quantity and Height

Item No.	No. of Years in Service	Quantity/ No. of pcs.	Height
a	10	54	8.5"
b.	15	98	9.5"
c.	20	29	10.5"
d.	25	4	11.5"
e.	30	74	12.5"
f.	35	4	13.5"
g.	40	9	14.5"
Total		272	

II. Description

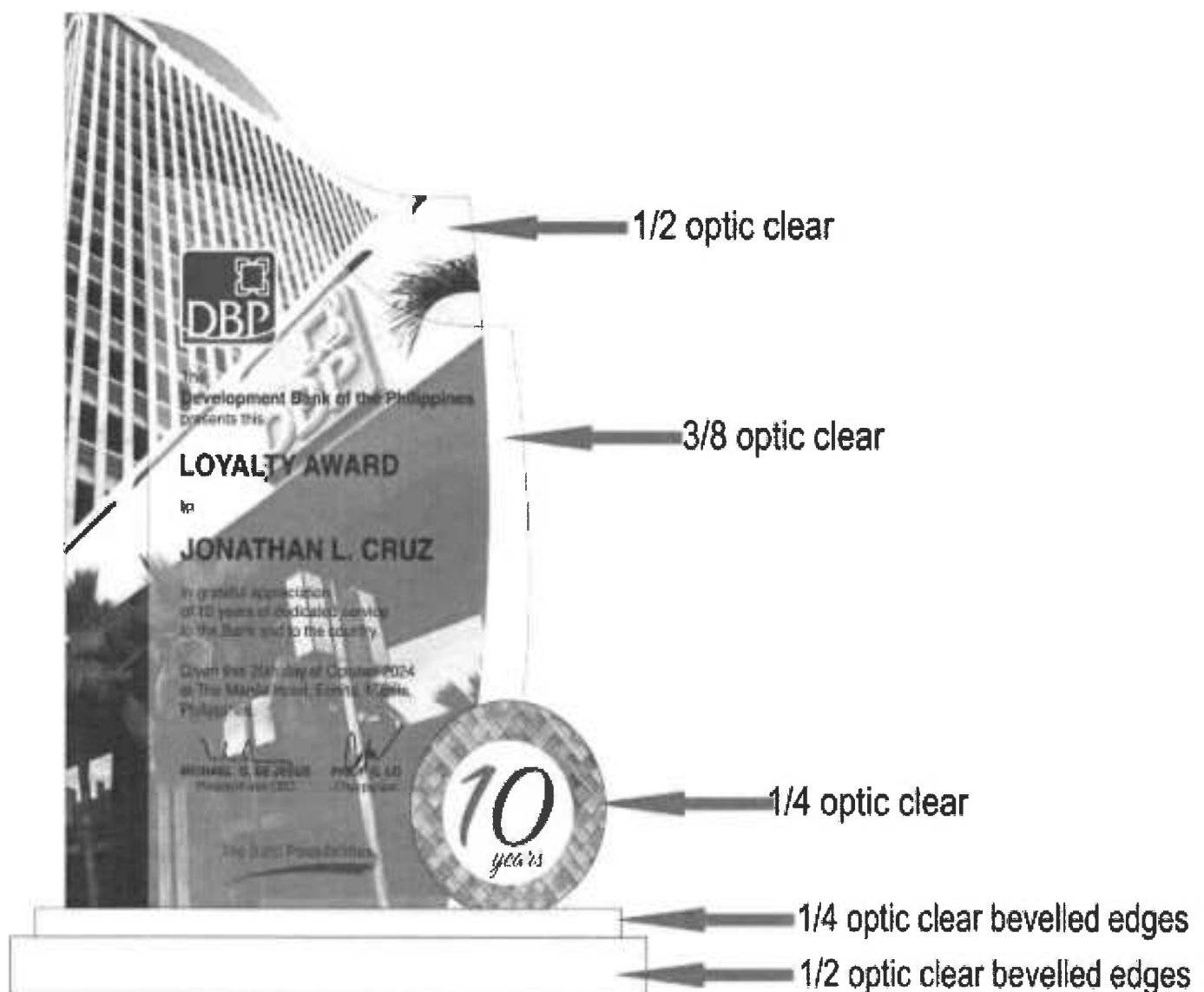
- a. 3 panel ultra clear glass
 - 1st panel - .50" thick optic clear glass with facade photographic lamination print
 - 2nd panel - .375" thick optic clear glass with print
 - 3rd panel - .25" thick round optic clear glass with print
- b. Base - 2pcs. (.50" and .25") solid thick ultra clear glass with bevel.
- c. Packaging - Individually packed with plastic and protective bubble film in corrugated box, with sticker label.
- d. Warranty - One (1) year warranty against dismounting, fading, dulling and peeling on print.
- e. Names of employee and lengths of service shall be provided to the winning supplier after the issuance of the Purchase Order.

CONFORME:

Company Name

Name & Signature

Date



CONFORME:

Company Name

Name & Signature

Date