



REQUEST FOR QUOTATION (RFQ)

Procurement of Sports Equipment

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-24-00383
Date of Posting/Canvass : 08/27/2024
Deadline of Submission : 09/02/2024 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 96,645.00

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*);
- Proof of PhilGEPS Registration;
- 2024 Mayor's/Business Permit;
- Signed Request for Quotation (RFQ);
- Omnibus Sworn Statement (*10 statements*);
- Secretary's Certificate (*for supplier under partnership & corporation*); and
- Brochure/Data Sheet as necessary and/or other documents as specified in the TOR

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
PROCUREMENT OF SPORTS EQUIPMENT



- I. Approved Budget for the Contract (ABC): P96,645.00 (Inclusive of VAT/Applicable Taxes and other charges)**

A. OBJECTIVE

1. Rejuvenate employees' wellbeing (mentally, physically and emotionally).
2. Sports programs boost morale and team spirit as well as productivity in the workplace. Regular physical activity can help improve concentration, reduce stress, and increase energy levels. This will also develop stronger relationships that could lead to improved performance.

II. TECHNICAL SPECIFICATIONS:

ITEM	QUANTITY	APPROVED BUDGET	SPECIFICATIONS
1. BASKETBALL (BALL)	3 pcs (P6,350/pc)	P19,050.00	DESCRIPTION <ol style="list-style-type: none"> a. Indoor and outdoor use Basketball (Ball) b. Professional Basketball (leather) c. Circumference : 29.5 inches d. Weight : 0.55 kg e. Premium Leather f. Construction/Technology -12 Panel Giugiaro g. Bladder – Butyl
2. Badminton shuttlecock (pointed)	25 tubes (P2,580.00/pack)	P64,500.00	DESCRIPTION <ol style="list-style-type: none"> a. 12 pcs/ tube b. Weight: 4.75 g (minimum) c. Skirt type: Top grade Goose feather d. No. of feathers: 16 feathers (minimum) e. length: 62 mm (minimum) f. Diameter: 25 mm (Minimum) g. Cork head: 2 layers cork head
3. VOLLEYBALL (BALL)	3 pcs (4,365.00)	P13,095.00	DESCRIPTION <ol style="list-style-type: none"> a. Indoor and outdoor use Volleyball (ball) b. Professional Volleyball (leather) c. Circumference : 25.5 to 26.5 inches d. Weight : 260-280 grams (9-10 oz)
TOTAL		P96,645.00	

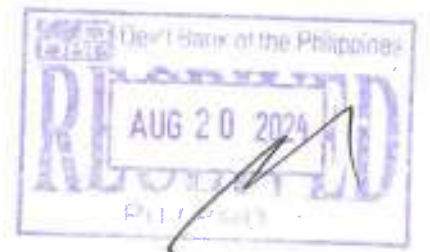
CONFORME:

Company Name

Name & Signature

Date

**TERMS OF REFERENCE
PROCUREMENT OF SPORTS EQUIPMENT**



III. CONDITIONS OF THE CONTRACT:

1. The Supplier shall ensure that the items are in accordance with the specifications required by DBP.
2. DBP has the right to reject if items were found to be defective and not in accordance with the required specifications.
3. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
4. Delivery Period: The supplier shall deliver the items within 5 calendar days after receipt of Notice to Proceed (NTP).
5. Delivery Location : Receiving Section, Inventory Management Unit, Basement, DBP Bldg. Gil Puyat Avenue corner Makati Avenue, Makati City

The delivered items shall be received by the Receiving Section, Inventory Management Unit , PIMD in coordination with the Health and Wellness Unit (HWU) personnel – Mr. Lewelyn Alberto at local 2548 or Mr. Jun Tirado at local 3517.

IV Payment:

1. Payment shall be processed after completion of delivery and 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% (.001) of the price 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 PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

V. Documentary Requirements:

Interested Supplier/s must submit the following:

- a. Proposal/Quotation
- b. Signed request of quotation
- c. Proof of Philgeps Registration
- d. Mayor's Permit/Business Permit
- e. Omnibus Sworn Statement
- f. Secretary's Certificate (supplier under partnership/corporation
- g. Brochure/ data sheet as necessary and/or other documents as specified in the TOR.

PREPARED BY:

SIGNED

MGR. RUDELITO L. TIRADO, JR.

Wellness Program

Health and Wellness Unit/ERD/HRMG

CONFORME:

Company Name

Name & Signature

Date

TERMS OF REFERENCE
PROCUREMENT OF SPORTS EQUIPMENT

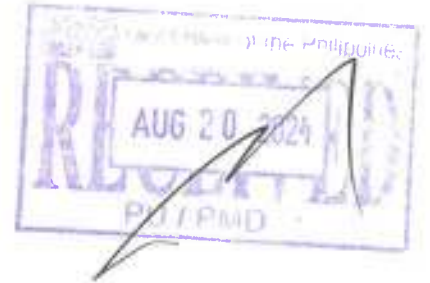
RECOMMENDED BY:

SIGNED

AVP ALEX F. OLIVAREZ

Head, HWU

ERD/HRMG



APPROVED BY:

SIGNED

VP HEIDI G. MACASAEY

OIC, ERD

Per Group Order No. 1681 dated June 4, 2024

CONFORME:

Company Name

Name & Signature

Date