



REQUEST FOR QUOTATION (RFQ)

Procurement of Various Sports Uniform

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-24-00276
Date of Posting/Canvass : 08/05/2024
Deadline of Submission : 08/09/2024 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 279,300.00

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);
- 2024 Mayor's/Business Permit;
- Proof of PhilGEPS Registration;
- Omnibus Sworn Statement (10 statements);
- Secretary's Certificate (for supplier under partnership/corporation);
- Signed Request for Quotation (RFQ);
- Sample of previously customized/designed jerseys as reference for DBP's Evaluation upon submission of proposal.

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

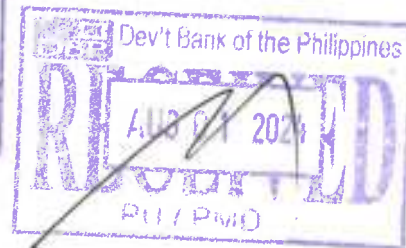
MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2625

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 VARIOUS SPORTS UNIFORM

I. Approved Budget for the Contract (ABC): P279,300.00 (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:

AI. BADMINTON

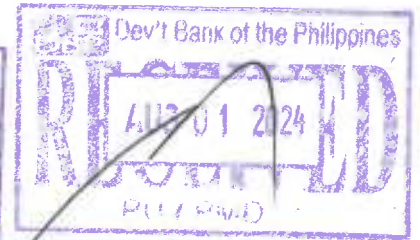
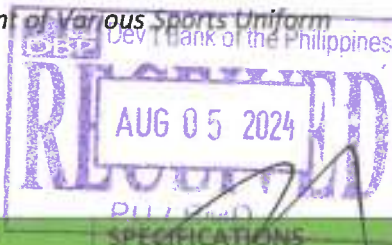
ITEM	QUANTITY	APPROVED BUDGET	SPECIFICATIONS				
BADMINTON UNIFORM	120 sets	89,400.00 745.00/set	DESCRIPTION <ul style="list-style-type: none">a. Four colors (RED, BLUE, YELLOW and WHITE)b. Assorted sizes (S/M/L/XL/2XL) (Actual/specific dimension of sizes or number per size will be provided to the winning supplier)				
			DESIGN (Pls see Annex A) <ul style="list-style-type: none">a. Upper jersey Front: With group name, corporate logo Back: With family nameb. Lower jersey Front: plain				
			MATERIAL REQUIREMENTS <ul style="list-style-type: none">a. Fabric – Quian dri-fit fabricb. Printing – Full bleed sublimation				
			SIZES: S/M/L/XL/2XL				
			<table><tr><th>Jersey Size</th><td rowspan="5">(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)</td></tr><tr><td>S</td></tr><tr><td>M</td></tr><tr><td>L</td></tr><tr><td>XL</td></tr><tr><td>2XL</td></tr></table>	Jersey Size	(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)	S	M
Jersey Size	(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)						
S							
M							
L							
XL							
2XL							

CONFORME:

Company Name

Name & Signature

Date

**A2. BASKETBALL**

ITEM	QUANTITY	APPROVED BUDGET	SPECIFICATIONS					
BASKETBALL UNIFORM	120 sets	89,400.00 745.00/set	DESCRIPTION a. Four colors (RED, BLUE, YELLOW and WHITE) b. Assorted sizes (S/M/L/XL/2XL)					
			DESIGN (Pls see Annex B) a. Upper jersey Front : with group name, corporate logo and jersey number Back : with family name and jersey number b. Lower jersey Plain (No jersey number)					
			MATERIAL REQUIREMENTS a. Fabric – Quian dri-fit fabric b. Printing - Full bleed sublimation					
			SIZES: S/M/L/XL/2XL <table><tr><th>Jersey Size</th><th></th></tr><tr><td>S</td><td rowspan="5">(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)</td></tr><tr><td>M</td></tr><tr><td>L</td></tr><tr><td>XL</td></tr><tr><td>2XL</td></tr></table>	Jersey Size		S	(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)	M
Jersey Size								
S	(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)							
M								
L								
XL								
2XL								

A3. BOWLING

ITEM	QUANTITY	APPROVED BUDGET	SPECIFICATIONS
BOWLING UNIFORM	84 pcs	28,980.00 345.00/piece	DESCRIPTION a. Four colors (RED, BLUE, YELLOW and WHITE) b. Assorted sizes (S/M/L/XL/2XL)
			DESIGN (Pls see Annex C) a. Upper jersey (with collar) Front : With group name and corporate logo Back : With family name
			MATERIAL REQUIREMENTS c. Fabric – Quian dri-fit fabric d. Printing - Full bleed sublimation

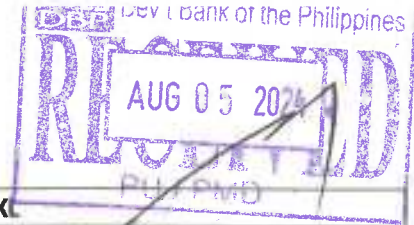
CONFORME:

Company Name

Name & Signature

Date

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			<div>SIZES: S/M/L/XL/2XL</div> <table><tr><th>Jersey Size</th><td></td></tr><tr><td>S</td><td rowspan="5">(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)</td></tr><tr><td>M</td></tr><tr><td>L</td></tr><tr><td>XL</td></tr><tr><td>2XL</td></tr></table>	Jersey Size		S	(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)	M	L	XL	2XL
Jersey Size											
S	(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)										
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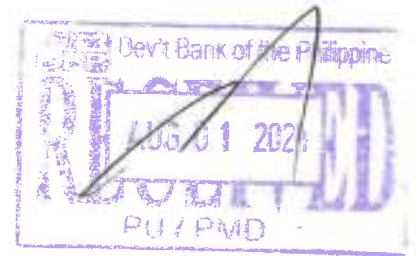
A4. VOLLEYBALL

ITEM	QUANTITY	APPROVED BUDGET	SPECIFICATIONS							
VOLLEYBALL UNIFORM	96 sets	71,520.00 745.00/SET	DESCRIPTION a. Four colors (RED, BLUE, YELLOW and WHITE) b. Assorted sizes (S/M/L/XL/2XL)							
			DESIGN (Pls see Annex D) a. Upper jersey Front : With group name, corporate logo and jersey number Back : Family name and jersey number b. Lower jersey Front : Plain (No jersey number)							
			MATERIAL REQUIREMENTS a. Fabric – Quian dri-fit fabric b. Printing - Full bleed sublimation							
			SIZES: S/M/L/XL/2XL <table><tr><th>Jersey Size</th><td rowspan="5">(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)</td></tr><tr><td>S</td></tr><tr><td>M</td></tr><tr><td>L</td></tr><tr><td>XL</td></tr><tr><td>2XL</td></tr></table>	Jersey Size	(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)	S	M	L	XL	2XL
			Jersey Size	(Actual/specific dimension of sizes or number per size will be provided to the winning supplier)						
S										
M										
L										
XL										
2XL										
TOTAL AMOUNT	P 279,300.00									

III. CONDITIONS OF THE CONTRACT:

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by 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. DBP reserves the right to request for minor modifications on the designs from the supplier before the actual production. However, during the actual production of the jersey, the supplier is not allowed to alter, change, transform, modify or revise any on the approved design, materials, fabrics and/or accessories.
3. Each jersey shall be packed in individual polybag.
4. The design shall be the exclusive property of the Development Bank of the Philippines.
5. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver perform and comply with its obligation.

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6. Delivery Period:

- a. The winning Supplier shall submit an actual prototype of the jersey based on the DBP-provided design within 5 calendar days upon receipt of Notice to Proceed for evaluation and approval before the actual production.
- b. The Supplier shall deliver the items after approval of the prototype based on the DBP – provided design. within 21 calendar days

7. Point of Delivery:

- a. The items shall be delivered at the DBP Building, Receiving Section (Basement), of the Inventory Management Unit (IMU), Procurement and Inventory Management Department (PIMD), Sen. Gil J. Puyat corner Makati Avenue, Makati City in coordination with the representative from Health and Wellness Unit, 5TH Floor, DBP Building, Sen. Gil J. Puyat corner Makati Avenue, Makati City in coordination with the representative from the Health and Wellness Unit, 5th Floor, DBP Bldg., Sen. Gil Puyat corner Makati Avenue, Makati City.
- b. Contact person - Mr. Jun Tirado at local 3517

8. Warranty: Manufacturing defects shall be corrected/replaced by the Supplier within 7 calendar days.

IV. Payment:

- a. Payment shall be processed after the completion of delivery subject to submission of Certificate of Acceptance and complete documents for payment (e.g. Billing Statement/Statement of Account as applicable.
- b. Penalty charges equivalent to 1/10 of 1% of the price of the undelivered items shall be deducted from the payment in case the Supplier fails to deliver the items on time.

V. Interested Supplier/s must submit the following:

- a. Proposal/Quotation
- b. Sample of previously customized/designed jerseys as reference for DBP's evaluation upon submission of proposal.
- c. 2024 Mayor's Permit/Business Permit
- d. Omnibus Sworn Statement
- e. Proof of PHILGEPS registration
- f. Secretary's Certificate (For supplier under Partnership/Corporation)
- g. Signed Request for Quotation (RFQ)

Prepared by:

SIGNED

RUDELITO L. TIRADO, JR.
Wellness Program/Medical Claims
Health and Wellness Unit/ERD/HRMG

Recommended by:

SIGNED

ALEX F. OLIVAREZ, M.D.
Head, Health and Wellness Unit
ERD, HRMG

APPROVED BY:

SIGNED

VP REIDI G. MACASAET

OIC, ERD

Per Office Order No. 162 dated April 5, 2024

CONFORME:

Company Name

Name & Signature

Date

