



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Colored Folders

Procuring Entity : DBP Head Office
Solicitation Number : P-PACID-24-00314
Date of Posting/Canvass : 08/05/2024
Deadline of Submission : 08/09/2024 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 119,960.00

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;
- Signed Request for Quotation (RFQ);
- Omnibus Sworn Statement (10 statements);
- Secretary's Certificate (for supplier under partnership/corporation);
- Sample of each item/s being offered for evaluation

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:** _____

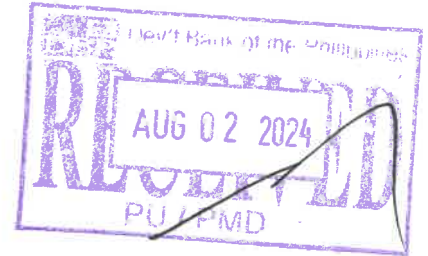
Signature over Printed Name

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of Colored Folders



I. **Approved Budget for the Contract: ₱119,960.00** (Inclusive of VAT and other applicable charges)

II. **Technical Specifications:**

Item No.	Quantity	Item	Unit Price	Total Amount	Specifications
1	200 pcs	Colored Folder (expandable), Yellow, Legal	23.00	₱4,600.00	<ul style="list-style-type: none">• Material: Paper• Color: Yellow• Size: 242mm x 369mm (+5mm)• Packaging: 100 pieces per box• Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/Book Cloth/Paper Cloth• Type: Expandable
2	1,600 pcs	Colored Folder (expandable), Violet, Legal	26.10	₱41,760.00	<ul style="list-style-type: none">• Material: Paper• Color: Violet• Size: 242mm x 369mm (+5mm)• Packaging: 100 pieces per box• Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/Book Cloth/Paper Cloth• Type: Expandable
3	1,600 pcs	Colored Folder (expandable), Blue, Legal	23.00	₱36,800.00	<ul style="list-style-type: none">• Material: Paper• Color: Blue• Size: 242mm x 369mm (+5mm)• Packaging: 100 pieces per box• Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/Book Cloth/Paper Cloth• Type: Expandable
4	1,600 pcs	Colored Folder (expandable), Orange, Legal	23.00	₱36,800.00	<ul style="list-style-type: none">• Material: Paper• Color: Orange• Size: 242mm x 369mm (+5mm)• Packaging: 100 pieces per box• Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/Book Cloth/Paper Cloth• Type: Expandable
		TOTAL		₱119,960.00	

CONFORME:

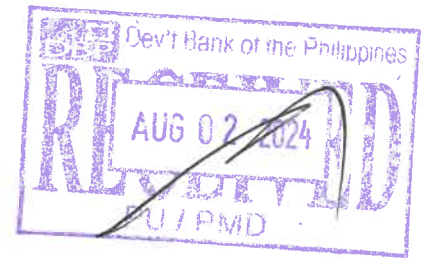
Company Name

Name & Signature

Date

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Supply and Delivery of Colored Folders



III. Conditions of the Contract:

1. The 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. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit – Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City.
4. **Delivery Period:** The Supplier shall deliver the items within fifteen (15) calendar days after receipt of Notice to Proceed (NTP).

IV. Documentary Requirements:

Interested Supplier/s must submit all the following:

- a. Proposal/Quotation;
- b. 2024 Mayor's/Business Permit;
- c. Proof of PhilGEPS Registration;
- d. Signed Request for Quotation (RFQ);
- e. Omnibus Sworn Statement;
- f. Secretary's Certificate (for supplier under Partnership/Corporation); and
- g. Sample of each item/s being offered, for evaluation.

V. Payment:

1. Payment shall be processed after completion of delivery 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% (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.

Prepared by:

SIGNED
MAYFLOR G. LANANTE
ASO V, ICIP Unit

Approved by:

SIGNED
FVP MARIE CIELO T. VERAN
Head, PACID

Recommended by:

SIGNED
AVP YOLANDA JULIE A. JOVEN
Head, ICIP Unit

CONFORME:

Company Name

Name & Signature

Date