



## **REQUEST FOR QUOTATION (RFQ)**

### **Supply and Delivery of Various Ink Bottles**

Procuring Entity : DBP Head Office  
Solicitation Number : R-PIMD-24-00376  
Date of Posting/Canvass : 08/14/2024  
Deadline of Submission : 08/20/2024 (10:00AM)  
Approved Budget for the Contract (ABC) : ₱ 671,675.00

Item	Quantity	Unit Cost	Total Cost
Kindly refer to the attached <b>Terms of Reference</b> 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;
- PhilGEPS Registration Number;
- Omnibus Sworn Statement (*10 statements*);
- Secretary's Certificate (*for supplier under partnership/corporation*);
- VAT Returns for the last six (6) months;
- Signed Request for Quotation (RFQ);
- Current and valid certificate of resellership or distributorship issued by the manufacturer (Epson/Brother). If the supplier is not a direct partner/reseller/distributor of the manufacturing company, the supplier must submit a corresponding certificate linking them to the manufacturing company of the brand being offered; and
- Certificate of brand authenticity issued to the supplier by the manufacturer or authorized distributor of Epson/Brother. If the supplier is not an authorized distributor, the supplier must submit a corresponding certificate linking them to the manufacturer of Epson/Brother.

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:** \_\_\_\_\_

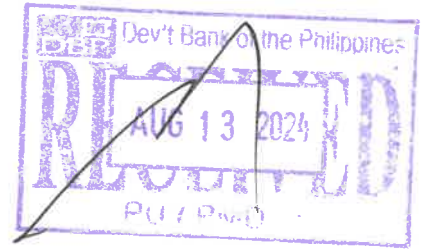
*Signature over Printed Name*

Development Bank of the Philippines (DBP)

**TERMS OF REFERENCE**

**Mode of Procurement – Small Value**

**Supply and Delivery of Various Ink Bottles**



I. **Approved Budget for the Contract:** Six Hundred Seventy One Thousand Six Hundred Seventy Five  
**₱ 671,675.00** (Inclusive of VAT and other applicable taxes)

II. **Technical Specifications**

Lot No	Item Description	Specifications (to be compatible with existing printers)	Quantity	Unit Price	Total Amount
LOT 1	INK, EPSON L3110, BLACK	<ul style="list-style-type: none"> <li>Epson Ink bottle</li> <li>L3110, C13T00V100</li> <li>Color-Black</li> <li>Printer technology: Dye Ink</li> </ul>	446 btls.	₱ 280.00	₱ 124,880.00
	INK, EPSON L3110, CYAN	<ul style="list-style-type: none"> <li>Epson Ink bottle</li> <li>L3110, C13T00V200</li> <li>Color-Cyan</li> <li>Printer technology: Dye Ink</li> </ul>	236 btls.	340.00	80,240.00
	INK, EPSON L3110, MAGENTA	<ul style="list-style-type: none"> <li>Epson Ink bottle</li> <li>L3110, C13T00V300</li> <li>Color-Magenta</li> <li>Printer technology: Dye Ink</li> </ul>	209 btls.	340.00	71,060.00
	INK, EPSON L3110, YELLOW	<ul style="list-style-type: none"> <li>Epson Ink bottle</li> <li>L3110, C13T00V400</li> <li>Color-Yellow</li> <li>Printer technology: Dye Ink</li> </ul>	202 btls.	340.00	68,680.00
	INK, EPSON L350/L360, T6641, BLACK	<ul style="list-style-type: none"> <li>Epson Ink L350/L360, T6641</li> <li>Color: Black</li> <li>70 ml per bottle</li> </ul>	474 btls.	280.00	132,720.00
	INK, EPSON L350/L360, T6642, CYAN	<ul style="list-style-type: none"> <li>Epson Ink L350/L360, T6642</li> <li>Color: Cyan</li> <li>70 ml per bottle</li> </ul>	170 btls.	340.00	57,800.00
	INK, EPSON L350/L360, T6643, MAGENTA	<ul style="list-style-type: none"> <li>Epson Ink L350/L360, T6643</li> <li>Color: Magenta</li> <li>70 ml per bottle</li> </ul>	178 btls.	340.00	60,520.00
	INK, EPSON L350/L360, T6644, YELLOW	<ul style="list-style-type: none"> <li>Epson Ink L350/L360, T6644</li> <li>Color: Yellow</li> <li>70 ml per bottle</li> </ul>	152 btls.	340.00	51,680.00
LOT 1 TOTAL					₱ 647,580.00
LOT 2	INK, BROTHER T520W, BTD60BK, BLACK	<ul style="list-style-type: none"> <li>Brother Ink DCP-T520W</li> <li>Color: Black</li> <li>108 ml per bottle (minimum)</li> </ul>	52 btls.	395.00	20,540.00
	INK, BROTHER T520W, BT5000C, CYAN	<ul style="list-style-type: none"> <li>Brother Ink DCP-T520W</li> <li>Color: Cyan</li> <li>48ml per bottle (minimum)</li> </ul>	5 btls.	395.00	1,975.00
	INK, BROTHER T520W, BT5000M, MAGENTA	<ul style="list-style-type: none"> <li>Brother Ink DCP-T520W</li> <li>Color: Magenta</li> <li>48 ml per bottle (minimum)</li> </ul>	4 btls.	395.00	1,580.00
LOT 2 TOTAL					₱ 24,095.00
GRAND TOTAL					₱ 671,675.00

Note: Supplier may bid on 1 lot or all lots.

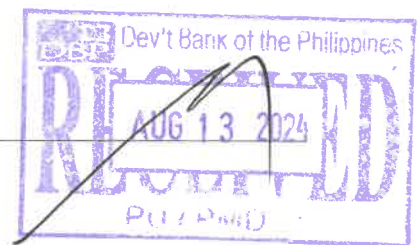
CONFORME:

Company Name

Name & Signature

Date

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III. Conditions of the Contract:

1. The Winning Supplier shall ensure that the items delivered are in accordance with the technical specifications required by the DBP. DBP has the right to reject delivery if item/s delivered is/are defective and not in accordance with the required technical specifications/sample.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
3. The ink bottles to be delivered shall have at least **one (1) year shelf life** from the delivery date to DBP.
4. **Delivery Period:** Delivery within ninety (90) calendar days after receipt of Notice to Proceed (NTP).
5. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
6. Interested Supplier/s must submit all of the following:
  - a) Proposal/Quotation;
  - b) 2024 Mayor's/Business Permit (BP)
  - c) Omnibus Sworn Statement;
  - d) Signed Request for Quotation (RFQ);
  - e) Secretary's Certificate (for supplier under partnership/corporation);
  - f) PhilGEPS Registration Number;
  - g) VAT Returns for the last six (6) months;
  - h) Current and valid certificate of resellership or distributorship issued by the manufacturer (Epson/Brother). If the supplier is not a direct partner/ reseller/ distributor of the manufacturing company, the supplier must submit a corresponding certificate linking them to the manufacturing company of the brand being offered; and
  - i) Certificate of brand authenticity issued to the supplier by the manufacturer or authorized distributor of Epson/Brother. If the supplier is not an authorized distributor, the supplier must submit a corresponding certificate linking them to the manufacturer of Epson/Brother.

IV. 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.

Prepared by:

  
SIGNED

**MARIVIC M. AQUINO**

Acting Head, Warehouse VisMin, IMU-PIMD

Recommended by:

  
SIGNED

**SM EMMA O. PEDREZUELA**

Head, IMU-PIMD

Approved by:

  
SIGNED

**VP FE B. DELA CRUZ**

Head, PIMD

CONFORME:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date