



REQUEST FOR QUOTATION (RFQ)

Hiring of Services of Game Officials, Per Terms of Reference

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-24-00278
Date of Posting/Canvass : 8/22/2024
Deadline of Submission : 8/28/2024 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 215,000.00

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;
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Signed Request for Quotation (RFQ).
- Notarized Omnibus Sworn Statement;
- Secretary's Certificate (for suppliers under Partnership/Corporation);
- Resume' of Game Officials

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

LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604

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 - Hiring of Sports Officiating Services

I. Approved Budget for the Contract (ABC): P215,000.00 (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 Game Officials	2 Referees per game (with 3 table officials (timer, scorer, stats) per game)	P65,000.00	ACCREDITATION <ol style="list-style-type: none"> a. Philgeps accredited b. Resume of Game Officials AVAILABILITY DATES <ol style="list-style-type: none"> a. August 30 Sept. 6, 13, 20, 27 Oct. 4, 11, 18, 25, Nov. 8, 15, 22, 29 (13 Fridays) 8 –11 PM Location: subject to confirmation
2. BADMINTON Game Officials	4 Umpires (with 8 Line judges, 4 scorers and 1 supervisor)	85,000.00	ACCREDITATION <ol style="list-style-type: none"> a. PhilGeps accredited b. Resume of Game Officials AVAILABILITY Date/s <p>August 31, 2024 (8:00 AM to 4:00 PM)</p> <p>One (1) day only - Saturday</p> <p>Location: subject to confirmation</p>
3. VOLLEYBALL Game Officials	2 Referees Per game (with 2 line judges and 1 scorer) 2-3 sets/game	65,000.00	ACCREDITATION <ol style="list-style-type: none"> a. PhilGeps accredited b. Resume of Game Officials AVAILABILITY Date/s <p>September 5, 12, 19, 26, Oct. 3, 10, 17, 2024</p>
TOTAL AMOUNT		P215,000.00	



III. CONDITIONS OF THE CONTRACT:

1. The Sports service provider shall ensure that the Game officials are in accordance with the specifications required by DBP.
2. DBP has the right to reject if services are found not in accordance with the required specifications.
3. Total games includes Eliminations and Championship games
4. The DBP may terminate/cancel the Contract when the provider fails to deliver, perform and comply with its obligation.

IV. Payment:

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

V. Documentary Requirements

Interested Supplier/s must submit the following:

- a. Proposal/Quotation
- b. Proof of PHILGEPS registration
- c. Omnibus Sworn Statement
- d. Secretary's Certificate (for supplier under partnership/corporation)
- e. Signed Request for Quotation
- f. 2024 Mayor's / Business Permit

PREPARED BY:

SIGNED

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

Recommended By :

SIGNED

AVP Alex F. Olivarez
Head, HWU

APPROVED BY:

SIGNED

VP HEIDI G. MACASAET

OIC, ERD

Per Group Order No. 1681 dated June 4, 2024

Conforme : _____

