



REQUEST FOR QUOTATION (RFQ)

Procurement of Various Copy Printing Supplies

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-24-00447
Date of Posting/Canvass : 09/18/2024
Deadline of Submission : 09/24/2024 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 141,950.00

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*);
- PhilGEPS Registration Number;
- 2024 Mayor's/Business Permit;
- Omnibus Sworn Statement (*10 statements*);
- Secretary's Certificate (*for supplier under partnership/corporation*); and
- Signed Request for Quotation (RFQ);

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

MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636

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: _____

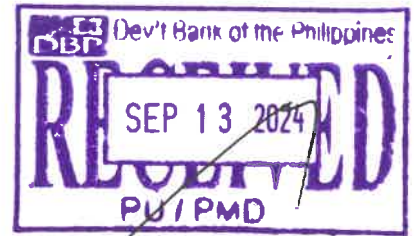
Authorized Signatory: _____ **Date:** _____
Signature over Printed Name

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

Mode of Procurement – Small Value

Procurement of Various Copy Printing Supplies



- I. **Approved Budget for the Contract (ABC):** ₱141,950.00 (VAT Inclusive/Applicable Taxes and Other Charges)

II. **Technical Specifications**

Item	Quantity	Unit Price (₱)	Total Price (₱)	Specification
1. Ink Risograph	50 TB	1,600.00/tube	80,000.00	Black E or FII Type HD Risograph MZ1070. 1000ml/tube
2. Ink Risograph	30 TB	1,690.00/tube	50,700.00	Black E or FII Type for Risograph MZ870A. 1000ml/tube
3. Ink, Offset Machine	15 KL	750.00/kl	11,250.00	Offset Machine Ink, black (1kl/can)
				Must be compatible with existing machines.
TOTAL			₱141,950.00	

III. **Conditions of the Contract:**

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required and per attached model given by the DBP. DBP has the right to reject delivery if item/s delivered were found 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. **Delivery Period:** The Supplier shall deliver the items within Fifteen (15) calendar days after receipt of Notice to Proceed (NTP).
4. **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
5. **Ink Shelf Life:** One (1) year from date of purchase.

IV. **Documentary Requirements:**

- a) Proposal/Quotation
- b) PhilGEPS Registration Number
- c) 2024 Mayor's/Business Permit
- d) Omnibus Sworn Statement
- e) Secretary's Certificate (for supplier under partnership/corporation)
- f) Signed Request for Quotation (RFQ)

CONFORME:

Company Name

Name & Signature

Date

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V. Payment:

1. No advance payment shall be made.
2. Payment shall be processed after completion of the delivery subject to complete documents for payment (e.g.. Billing Statement/Statement of Account, as applicable).
3. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in the case Supplier fails to deliver the items on time.

Recommended by:

SIGNED
JOANNA MAE A. TANOPO
Concurrent OIC, Janitorial and Allied Services Team, GSU
(Per Department Order No. 2024-73 dated 09 September 2024)

Approved by:

SIGNED
SM ALBERTO SANTIAGO A. BERMEJO
Concurrent OIC, Construction and Facilities Management Department
(Per Sector Order No.412 dated 15 July 2024)

CONFORME:

Company Name

Name & Signature

Date

