



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of 1 Lot Table Cloth

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-24-00441
Date of Posting/Canvass : 09/18/2024
Deadline of Submission : 09/25/2024 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 569,500.00

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*);
- 2023 Annual Income Tax Return (ITR);
- Signed Request for Quotation (RFQ); and
- One (1) sample of Table Cloth and Table Cloth Topper for evaluation

Note: Interested supplier may visit CFMD, DBP Head Office for the actual samples of the Table Cloth. Please contact: Ms. Joanna Mae A. Tanopo at Telephone No. 8818-9511 local 2600.

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

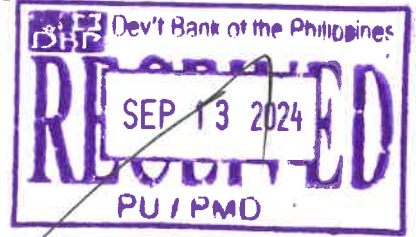
DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of 1 Lot Table Cloth

Approved Budget for the Contract: ₱569,500.00
(VAT Inclusive/Applicable Taxes and Other Charges)



I. Technical Specifications

Item/ Description	Specifications	Quantity	Unit Cost	Total Cost
Table Cloth	Material: Polyester Size: Width – 58” Length – 93”	425	1,100.00	467,500.00
	Color: White (200 pcs)			
	Color: Lace White (75pcs)			
	Color: Gold (75 pcs)			
	Color: Soft Black Out Beige (75 pcs)			
Table Cloth Topper with 70 cm drop	Material: Polyester Size: Width – 57.5” Length – 59.5”	120	850.00	102,000.00
	Color: Mocha (60 pcs)			
	Color: Beige (60 pcs)			
			TOTAL	569,500.00

Note: To be procured as one (1) lot; Project shall be awarded to the supplier with the lowest total offer amount, subject to the condition that the offer amount shall not exceed the set ABC per item.

Interested supplier may visit CFMD, DBP Head Office for the actual samples of the table cloth. Please contact: Ms. Joanna Mae A. Tanopo at telephone no. 8818-9511 local 2600.

II. 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 supply if item/s delivered were found not in accordance with the required specifications/samples.
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 Sixty (60) 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

CONFORME:

Company Name

Name & Signature

Date

Supply and Delivery of 1 Lot Table Cloth

III. Warranty:

1. The Supplier warrants that the Goods supplied under the Contract are new, unused and free from defects.
2. The Supplier is required to provide retention money equivalent to 3% of the total contract price. The retention money shall only be released after three (3) months after issuance of Certificate of Completion/Acceptance. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
3. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the Supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Bank.

IV. Payment:

1. Payment shall be processed after completion of the delivery subject to complete documents for payment (e.g. Invoice/Billing Statement/Statement of Account, Certificate of Completion/Acceptance, etc.).
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 the case 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/NTP, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

V. Requirements for Interested Suppliers:

1. Proposal/Quotation
2. PhilGEPS Registration Number
3. 2024 Mayor's/Business Permit
4. Omnibus Sworn Statement
5. Secretary's Certificate (For supplier under partnership/corporation)
6. 2023 Annual Income Tax Return (ITR)
7. Signed Request for Quotation (RFQ)
8. One (1) Sample of Table Cloth and Table Cloth topper for evaluation.

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, CFMD
(Per Office Order No. 412 dated 07/15/2024)

CONFORME:

Company Name

Name & Signature

Date



White



Lace White

CONFORME:

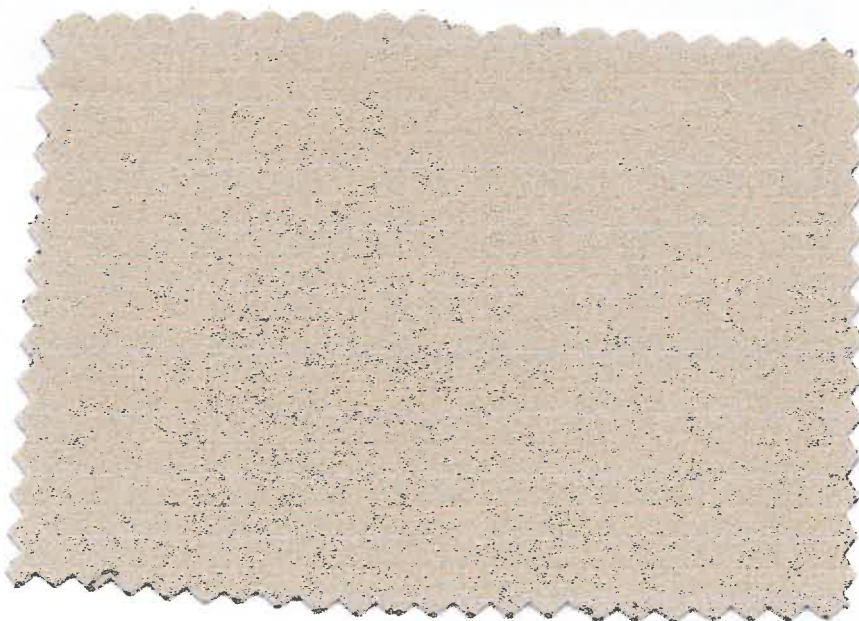
Company Name

Name & Signature

Date



Gold



Soft Black Out Beige

CONFORME:

Company Name

Name & Signature

Date



Beige



Mocha

CONFORME:

Company Name

Name & Signature

Date