



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Various Janitorial Supplies

Procuring Entity : DBP Head Office
Solicitation Number : R-PIMD-24-00438
Date of Posting/Canvass : 09/20/2024
Deadline of Submission : 09/26/2024 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 113,390.00

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;
- Omnibus Sworn Statement (*10 statements*);
- Secretary's Certificate (for supplier under partnership/corporation);
- Signed Request for Quotation (RFQ);
- Proof of PhilGEPS Registration; and
- Sample pictures 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 2636

Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via) 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:** _____

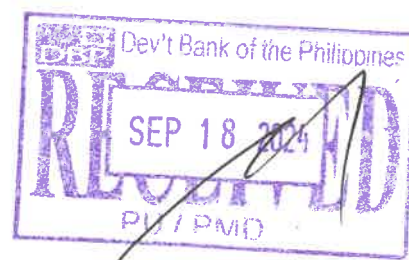
Signature over Printed Name

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of Various Janitorial Supplies



- I. **Approved Budget for the Contract (ABC): One Hundred Thirteen Thousand Three Hundred Ninety Pesos - ₱113,390.00** (Inclusive of VAT/applicable taxes and other charges)

II. **Technical Specifications:**

Quantity	Item	Specifications	Unit Price	Total Amount
100 pcs.	Broom Tingting*	- Coconut midrib - Length: 76cm (min.) - Rib Count: 350 pcs. (min.)	₱ 43.00	₱ 4,300.00
20 pcs.	Brush, Toilet bowl	- Brush Diameter: 10cm (min.) - Handle: Wood - Handle Length: 40cm (min.)	48.00	960.00
300 pcs.	Bath Soap	- Bar Soap 85g - Packaging material is made of paper/cardboard	43.00	12,900.00
30 cans	Metal Polish	150 ml can	256.00	7,680.00
100 pcs.	Broom, Tambo*	- Handle: Wood - Handle length: 50cm (min) - Length of tiger grass: 30cm (min)	195.00	19,500.00
30 pcs.	Brush, Polishing 16" diameter	- Brush for floor polisher - Size: 16" Diameter	525.00	15,750.00
30 pcs	Brush, Push with handle	- Brush Size: 25cm x 7cm (min.) - Handle: Wood - Handle Length: 110 cm (min.)	110.00	3,300.00
50 pcs.	Rubber force cup	- Material: Rubber - Pump Circumference: 18cm (min.) - Handle: Wood - Handle Length: 50cm (min.)	65.00	3,250.00
100 cans.	Spray, Multi-insect killer – Odorless*	- Water based - Aerosol 500 ml. (minimum) - Odorless	457.50	45,750.00
TOTAL				₱ 113,390.00

*Not available in the PS-DBM Virtual Store (per CNAS as of 05 September 2024)

CONFORME:

Company Name

Name & Signature

Date



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. **Delivery Period:** Delivery shall be within thirty (30) calendar days (CD) 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. **Warranty:** Manufacturing defects shall be replaced by the Supplier for a minimum period of seven (7) Calendar days after acceptance by DBP of the delivered items without cost to the Bank.

IV. **Payment:**

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. 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.

V. **Interested Supplier/s must submit all of the following:**

- a) Proposal/Quotation;
- b) 2024 Mayor's/Business Permit;
- c) Omnibus Sworn Statement;
- d) Secretary's Certificate (for supplier under partnership/corporation);
- e) Signed Request for Quotation (RFQ);
- f) Proof of PhilGEPS Registration; and
- g) Sample pictures of each item/s being offered, for evaluation.
- h) Updated Material Safety Data Sheet (MSDS) for Spray, Multi-insect killer - odorless.

Prepared by:

Recommended by:

SIGNED
MARIVIC M. AQUINO
OIC, Warehouse, VisMin, IMU-PIMD

SIGNED
SM EMMA O. PEDREZUELA
Head, IMU-PIMD

Approved by:

SIGNED
VP FE B. DELA CRUZ
Head, PIMD

CONFORME:

Company Name

Name & Signature

Date