



REQUEST FOR QUOTATION (RFQ)

Baseball Cap, Per Approved Specifications

Procuring Entity : DBP Head Office
Solicitation Number : P-CAD-24-00419
Date of Posting/Canvass : 09/20/2024
Deadline of Submission : 09/26/2024 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 415,150.00 (Php 190.00/pc)

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);
- Omnibus Sworn Statement
- Secretary's Certificate (for suppliers under Partnership/Corporation)
- At least one (1) baseball cap for evaluation. Sample to be submitted must be compliant with the required specifications and must be submitted within 15 calendar days from the last posting day of the project at the PhilGEPS website.

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

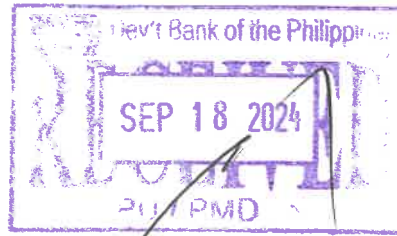
LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604

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
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY BASEBALL CAP

- I. **Approved Budget for the Contract (ABC):** P415,150.00 or P190.00 per piece
(Inclusive of all taxes)
- II. **Quantity:** 2,185 pieces
- III. **Technical Specifications:**

Materials	Waterproof nylon fabric, metal adjuster and buckle , round button
Strap	At least 13 cm
Number of Panel	6 panels (with eyelet on the upper portion of each panel)
Color	Blue
DBP Logo Size	2.8 cm (Height) x 3 cm (Width)
Logo Material	Rubberized logo
Packaging	Individual clear plastic to fit the item

1. Please see attached image of the item in **Annex A**.
2. Prospective suppliers may inspect the sample of the baseball cap at the Corporate Affairs Department, G/Floor, DBP Head Office. Contact persons: SM Lina Maria C. Reyno, AM Neil B. Diaz and Joanna Camille S. Santiago, Tel. No. 8 818-9511 loc. 6136.

I. **Project Completion and Delivery Details:**

1. The winning supplier shall be responsible for the packing of the items and their delivery.
2. **Delivery Sites (Annex B):**
 - a. DBP Receiving Section – Inventory Management Unit-Procurement & Inventory Management Department, DBP Head Office, Sen. Gil Puyat Ave., corner Makati Avenue, Makati City
 - b. Five (5) Provincial Lending Groups (PLGs)
 - c. Ten(10) Branch Banking Groups (BBGs)
3. Details of the required quantity per delivery site are attached as Annex B which may be subject to change.
4. Delivery of items intended for Head Office business units shall be received by the Receiving Section of the Inventory Management Unit – Procurement and Inventory Management Department (IMU-PIMD).

Conforme: _____
Signature over Printed Name



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6. The winning supplier must provide delivery receipts (DRs) to all delivery sites indicating the quantity of baseball cap. It is also the responsibility of the winning supplier to collect the signed DRs from the business units.
7. Delivery of items must be completed within sixty (60) calendar days after the receipt of Notice to Proceed.
8. Shipping cost and insurance for all items must be shouldered by the winning supplier.

V. Payment Terms:

1. No downpayment. Payment shall be processed after completion of delivery.
2. The following documents must be submitted by the supplier to the DBP H.O. Receiving and Section of IMU-PIMD:
 - a. Billing Statement/Statement of account, if applicable
 - b. Delivery Receipts (DRs) duly acknowledged by various business units
3. Penalty: 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

The Corporate Affairs Department (CAD) shall coordinate with concerned business units for the accomplishment of Certificate of Completion once it receives the documents listed above from the Receiving Section – IMU-PIMD.

VI. Requirements for Submission of Proposal:

1. Quotation/Proposal (must reflect the unit cost per piece and the total cost, inclusive of taxes).
2. Copy of 2024 Mayor's/Business Permit.
3. PhilGEPS Registration number.
4. Omnibus Sworn Statements (and Secretary's Certificate – as applicable).
5. At least one (1) sample baseball cap for evaluation.
6. Signed Request for Quotation (RFQ).

Note: The sample to be submitted must be compliant with the required specifications and must be the same as the sample presented by DBP. The sample of the supplier must be submitted within fifteen (15) calendar days from the last posting day of the project at the PhilGEPS website.

VII. Terms in the Evaluation of Proposal and Sample:

1. Incomplete submission of requirements shall not be evaluated.
2. Quotations above the ABC shall automatically be disqualified.
3. Technical evaluation shall be undertaken by the Corporate Affairs Department.
4. The lowest calculated proposal shall be declared based on the lowest calculated price provided compliant with requirements and the sample submitted is compliant with required technical specifications.

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VIII. Other Terms and Conditions:

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 according to the required specifications/sample.
2. DBP may terminate/cancel the Purchase Order when the Supplier fails to deliver, perform and comply with its obligation.
3. Random checking of items delivered in the DBP Head Office will be done by the Corporate Affairs Department to ensure that the items received are in good condition and compliant with the required specifications.
4. Items with defects shall be rejected. The defective item must be replaced by the supplier within 15 calendar days upon receipt of notice from the Corporate Affairs Department without additional cost to the Bank.

Recommended by:

SIGNED

SM Lina Maria C. Reyno
Head, Events Unit
Corporate Affairs Department

Approved by:



SIGNED

FVP Zandro Carlos P. Sison
Head, Corporate Affairs Department

Conforme: _____
Signature over Printed Name

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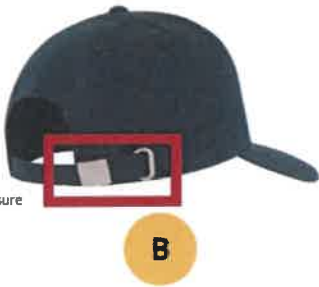
Annex A

Button





Metal adjustable closure



Panels	A. Logo Size	B. Strap
6	Height: 2.8cm Width: 3cm	At least 13cm

Conforme: _____
Signature over Printed Name

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY BASEBALL CAP

Annex B

2024 DBP Corporate Giveaways Distribution Table			
Business Units	Address		Baseball Cap
Head Office-based Business Units	DBP Receiving Section – Inventory and Management Unit, DBP Head Office, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City	88189511 Local 2018	853
UPDATED DISTRIBUTION TABLE FOR BUSINESS UNITS UNDER THE BRANCH BANKING SEC			
Branch Banking Groups		Contact Person/ Mobile No.	Baseball Cap
Metro Manila	BBG Metro Manila DBP Bldg., Commonwealth Ave. Diliman, Quezon City PHONE (632) 920-4781, 920-4715/920-4909, 920-4902, 920-4889, 920-4918, 920-4717/ FAX (632) 920-4776, 920-4903 E-MAIL rmc-mm1@dbp.ph	VP LEA R. SANTOS - 0917-1795077	167
Northern Luzon	BBG Northern Luzon Session Road cor. Perfecto St., Baguio City PHONE (078) 624-0877, 622-2273/FAX (078) 622-2273, 622-2272 E-MAIL rmc-nel@dbp.ph	FVP MARIA DOLORES C. GUEVARA - 0917-563-5114	152
Central Luzon	BBG Central Luzon 2/F Dona Isa Fel Bldg. Dolores McArthur Highway City of San Fernando, Pampanga PHONE (045) 961-0003, 961-4782, 961-5674/FAX (045) 963-1231 E-MAIL rmc-cl@dbp.ph	FVP Francis Thaddeus L. Rivera - 0917 580 7126	97
Southern Luzon	BBG Southern Luzon 2nd Flr. DBP Bldg. Merchan St., Lucena City, Quezon PHONE (042) 373-1917, 373-4404, 373-4274/FAX (042) 373-4404; 373-4274 E-MAIL rmc-st@dbp.ph	VP JOEL G. JALBUENA - 0917-559-8813	108
Bicol	BBG Bicol 2nd Floor DBP Naga Branch Bldg. Panganiban Drive Naga City, Camarines Sur PHONE (054) 472-4728, 472-4729/FAX (054) 472-472 E-MAIL rmc-bicol@dbp.ph	VP RODERICK P. BARBADO - 0917-538-4160	79
Central and Eastern Visayas	BBG Central & Eastern Visayas Mezzanine Floor, DBP Bldg., Osmeña Blvd. Cebu City PHONE (032) 255-6310, 255-7410, 255-6318/FAX (032) 253-6951 E-MAIL rmc-cv@dbp.ph HEAD Fernando G. Lagait	VP HELBERT ANTOINE A. ACHAY - 0917-557-7444	138
Western Visayas	BBG Western Visayas DBP Bldg. Cor. South Capitol Road and Lacson Sts., Bacolod City PHONE (034) 434-9378, 433-4284, 709-6094/FAX (034) 434-9377 E-MAIL rmc-negros@dbp.ph	FVP ROSEMARIE C. CALLANTA - 0917-5718420	108
Northern Mindanao	BBG Northern Mindanao 3rd Floor DBP Bldg. Corrales Ave. cor. Tirso Neri St. Cagayan de Oro City PHONE (08822) 722-648, 722-646, 723-783, (088) 231-4266, 309-4049/FAX (088) 723-316 E-MAIL rmc-cdo@dbp.ph	VP MARY JOYCE B. SALGADOS - 0917-5627939	138
Southern Mindanao	BBG Southern Mindanao Roxas Ave., General Santos City, South Cotabato PHONE (083) 552-2328, 552-4514, 301-1688/FAX (083) 301-1688 E-MAIL rmc-sm@dbp.ph	VP NELITO H. TINGZON - 0917-557-9770	97
Western Mindanao	BBG Western Mindanao Don P. Lorenzo St. (Port Area), Zamboanga City PHONE (062) 992-7365, 991-1316, 992-5819/FAX (062) 991-0359 E-MAIL rmc-wm@dbp.ph	SAVP ROMEL S. CALAPARDO - 0917-570-4487	79
Sub-Total			1,163

Conforme: _____
Signature over Printed Name

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY BASEBALL CAP

ATTACHED DISTRIBUTION TABLE FOR BUSINESS UNITS UNDER THE DEVELOPMENT LENDING SCHEME			
Provincial Lending Group	Address	Contact Person/ Mobile No.	Baseball Cap
North & Central Luzon (Malolos)	North & Central Luzon Lending Group Paseo del Congreso, Brgy. Catmon, Malolos City Tel. No.: (044) 796-0325 Email Address: nc-lg@dbp.ph	SVP Catherine Camarao - 0917-509-0307	34
South Luzon (Lucena)	South Luzon Lending Group G/F DBP Building, Merchan Street, Lucena City Tel. No.: (042) 373-1917 Email Address: sl-lg@dbp.ph	SVP Daniel M. Gonzales - 0917-804-8566	34
Visayas (Cebu)	Visayas Lending Group G/F DBP Building, Osmena Blvd., Cebu City Tel. No.: (032) 255-6312; 255-6323-24 Email Address: vl-lg@dbp.ph	VP Marissa P. Anino - 0947-991-9087	34
Northern Mindanao (Butuan City)	Northern Mindanao Lending Group J.C. Aquino Avenue cor. J. Rosales Avenue, Butuan City Tel. Nos.: (085) 341-5136 Email Address: nm-lg@dbp.ph	SVP Sisinio S. Narisma - 0917-872-1177	34
Southern & Western Mindanao (Davao City)	Southern & Western Mindanao Lending Group 2/F DBP Bldg., C.M. Recto Avenue, Davao City Tel. Nos.: (082) 222-3477	VP Cliff C. Chatto - 0928-500-1421	33
Sub-Total			169
Summary:			
HO BUs			853
BBGs			1,163
PLGs			169
Grand Total			2,185

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