



REQUEST FOR QUOTATION (RFQ)

T-Shirt, Round Neck, Per Approved Design/Specifications

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-24-00435
Date of Posting/Canvass : 09/18/2024
Deadline of Submission : 09/24/2024 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 947,200.00 (Php 296.00/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);
- Notarized Omnibus Sworn Statement
- Secretary's Certificate (for suppliers under Partnership/Corporation)
- Latest Income Tax Return
- DTI/SEC Registration (must be in the t-shirt manufacturing business for at least 3 years)
- Must submit at least one (1) sample/prototype T-shirt of any size. Cost to be incurred shall be borne by the supplier.

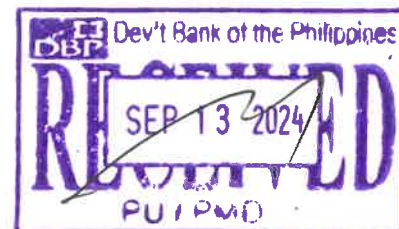
For submission of proposal and any inquiry, you may contact the following personnel:

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



Supply and Delivery of 3,200 pcs of T-shirt, Round Neck Per Approved Design/Specification

Event/Purpose	Advocacy T-Shirt for the 18-Day Campaign to end Violence against Women (VAW)
Approved Budget (3,200 pcs) for Contract (ABC):	P947,200.00 at P296.00 per piece (inclusive of VAT and other applicable charges)
Contact Person	Arlene Guevara-Masangcay (02) 818-9511 local 2510/2509 email address: agmasangcay@dbp.ph
Quantity	3,200 pcs.
Criteria	DESCRIPTION
I. Price	- Must be within or lower than the approved budget - Comparable with prevailing market price
II. Technical (Requirements) Specifications:	Please see attached Annex A
III. Conditions of the Contract	- The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. - Random inspection on the delivered T-shirts shall be conducted by DBP's Receiving Unit in coordination with the Employee Relations Department (ERD) representative prior to acceptance to ensure that the items are free from manufacturing defects and in accordance with the required specifications. DBP has the right to reject delivery if items delivered were found to be defective and not in accordance with specifications. - The supplier shall undertake the following: - Each T-Shirt shall be packed in individual polybag. - A representative from ERD shall wash the submitted prototype to ensure that the fabric does not shrink once the contract is awarded. - The design shall be the exclusive property of the Development Bank of the Philippines (DBP). - DBP may terminate/cancel the Purchase Order (PO) if the supplier fails to deliver, perform and comply with its obligations.
IV. Delivery	Manner of Delivery: T-shirts must be packed per Business Unit/Sector by the supplier. List shall be provided to the supplier by the ERD.

Conforme: _____
Signature over Printed Name



Supply and Delivery of 3,200 pcs of T-shirt, Round Neck Per Approved Design/Specification

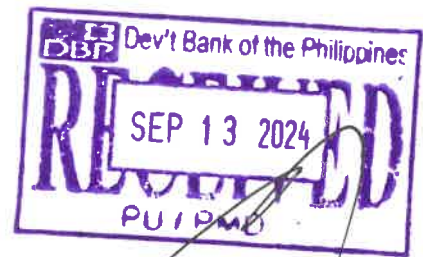
	2. Delivery Period: Complete delivery within thirty (30) calendar days from the date of award after receipt of Notice to Proceed (NTP). 3. Time : 8:00 am to 4:00 pm on or before the set delivery date. 4. Point of Delivery: DBP Building, Basement, IMU- Receiving Section of the Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat cor. Makati Ave., Makati City 5. Deliveries shall be subject to inspection by the IMU- Receiving Section in coordination with the ERD to check compliance with specifications.
V. Warranty	1. Warranty: At least three (3) months after acceptance by DBP of delivered items. 2. The obligation of the warranty shall be covered by a retention money equivalent to one percent (1%) of the total contract price and shall only be released 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 are 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, replace the defective items thereof, without cost to the Bank.
VI. Other Conditions	1. Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with the set requirements.
VII. Payment	1. Payment shall be processed after completion of delivery and subject to complete documents for payment (e.g. Billing Statement or Certificate of Completion, 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. 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.
VIII. Documentary & Sample Requirements	1. Current and valid PhilGeps Registration Certificate 2. Copy of DTI or SEC registration (Must be in the t-shirt manufacturing business for at least 3 years) 3. Current and valid Mayor's/Business Permit 4. Notarized Omnibus Sworn Statement 5. Secretary's Certificate for supplier under Partnership/Corporation 6. Latest Income /Business Tax Return 7. Proposal/Quotation 8. Signed Request for Quotation (RFQ) 9. Must submit at least one (1) sample/prototype T-shirt of any size. Cost to be incurred shall be borne by the supplier.

Conforme: _____
Signature over Printed Name

Supply and Delivery of 3,200 pcs of T-shirt, Round Neck Per Approved Design/Specification

Recommending Approval: SIGNED SM ARLENE GUEVARA-MASANGCAY Officer-In-Charge, Employee Engagement Unit Per Group Order No. 1056 dated 04/15/2024	Approved by: SIGNED VP HEIDI G. MACASAET Concurrent Officer-In-Charge, Human Resource Management Group (Per Office Order No. 373 dated 09/11/2024)
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Conforme: _____
Signature over Printed Name



Supply and Delivery of 3,200 pcs of T-shirt, Round Neck Per Approved Design/Specification

Annex A

Specifications		
ITEM : T-shirts		
QUANTITY: 3,200 pcs		
DESCRIPTION:		
a. Fabric : Cotton polyester, non-shrinkage		
b. Color : Orange		
c. Unisex, short sleeves, round neck T-shirt, assorted sizes (XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL, 7XL),		
d. Quantity per size – See attached Annex B		
DESIGN:		
a. Front - 18-Day Campaign to End VAW design (Annex C)		
Back - DBP & 18-Day Campaign logos (Annex D)		
b. Print : Direct to film (dtf)		
SIZES:		
T-shirt Size	Dimension (in inches)	
	Width (both sides of armpits through the chest)	Length (from the nape of the neck to the bottom of the shirt)
XS	18	25
S	19	26
M	20	27
L	21	28
XL	22	29
2XL	23	30
3XL	24	31
4XL	25	32
5XL	26	32
7XL	28	33
(With allowable deviation of up to +/-0.5" and size distribution.)		

Conforme: _____
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18-Day Campaign to end Violence Against Women T-Shirt
Consolidated No. of T-shirt per Size

11-Sep-24

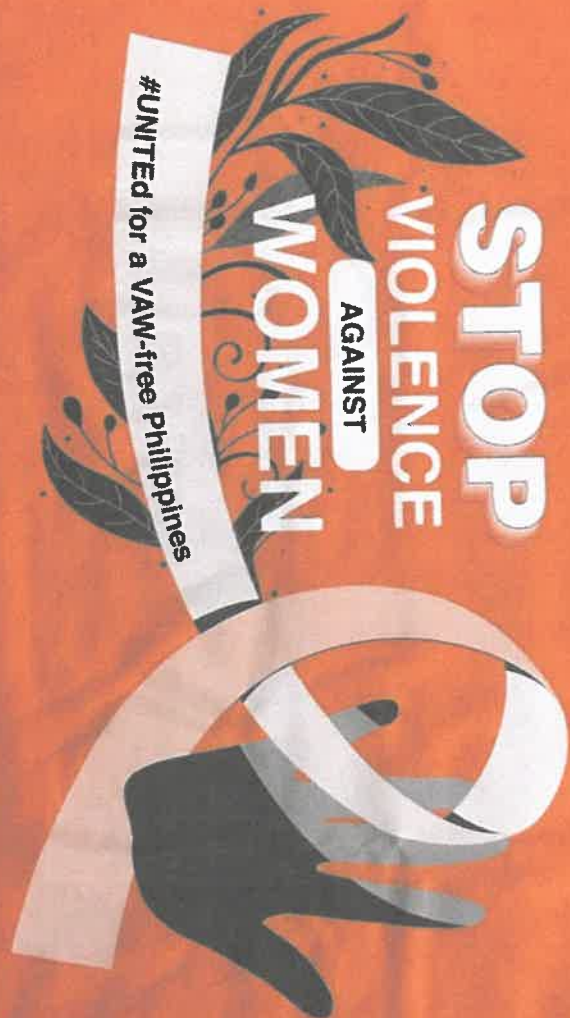
Business Unit	XS	S	M	L	XL	2XL	3XL	4XL	5XL	Total
BRANCH BANKING SECTOR	164	266	409	336	149	69	19	6	11	1,429
CORPORATE SERVICES SECTOR	7	21	86	74	71	23	7	1	2	292
INFORMATION AND COMMUNICATION TECHNOLOGY	7	10	44	46	20	11	3	2	1	144
OFFICE OF THE PRESIDENT AND CEO	23	42	116	113	70	20	10	5	4	403
OPERATIONS SECTOR	28	51	68	48	39	9	4	2	2	251
TREASURY AND FINANCE SECTOR	5	3	8	22	10	5	3	0	0	56
DEVELOPMENT AND RESILIENCY SECTOR	3	16	28	20	16	5	0	1	0	89
DEVELOPMENT LENDING SECTOR	43	112	108	107	61	27	5	1	1	465
Buffer		20	20	21	5	5				71
GRAND TOTAL	280	541	887	787	441	174	51	18	21	3,200

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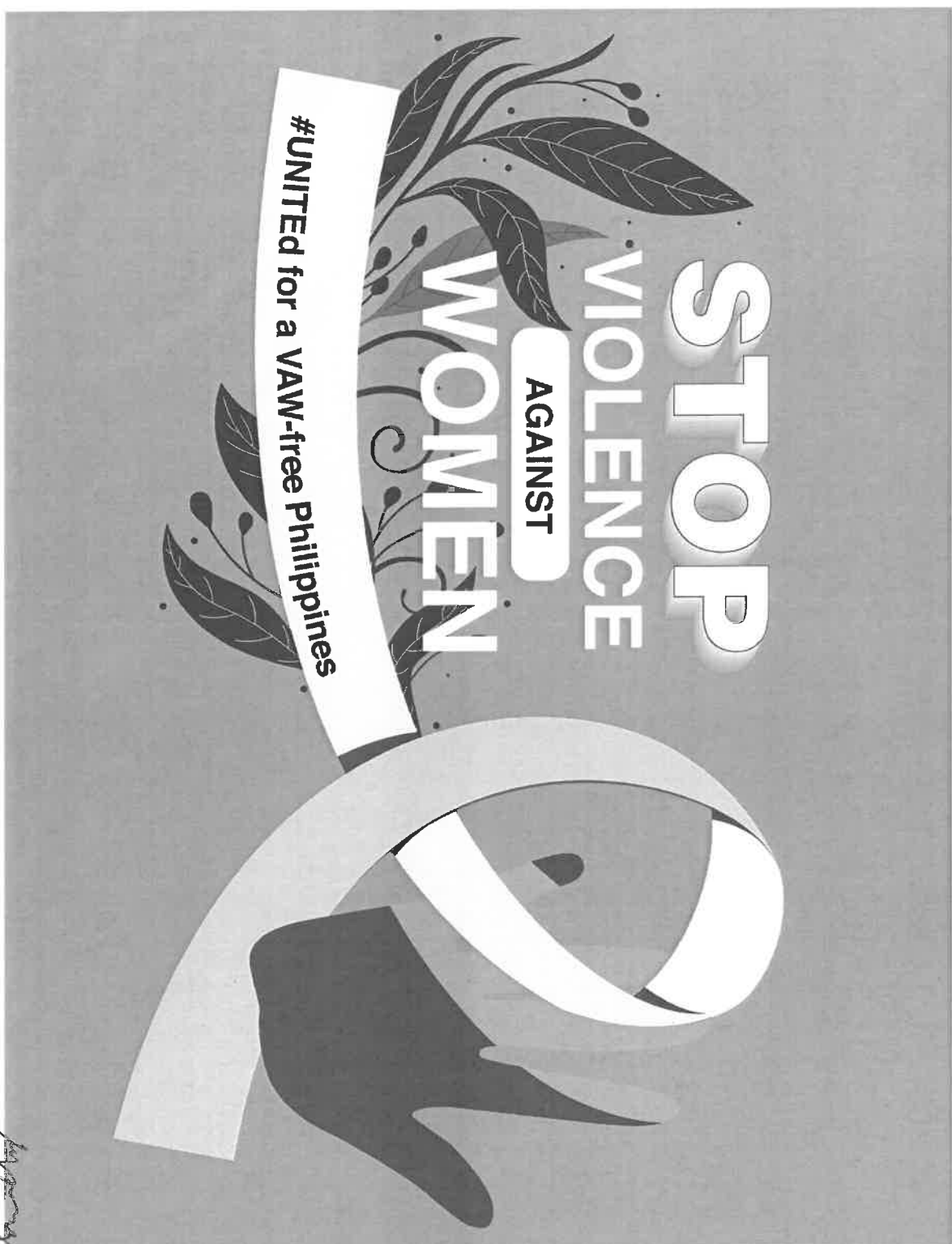


NA

Conforme: _____
Signature over Printed Name



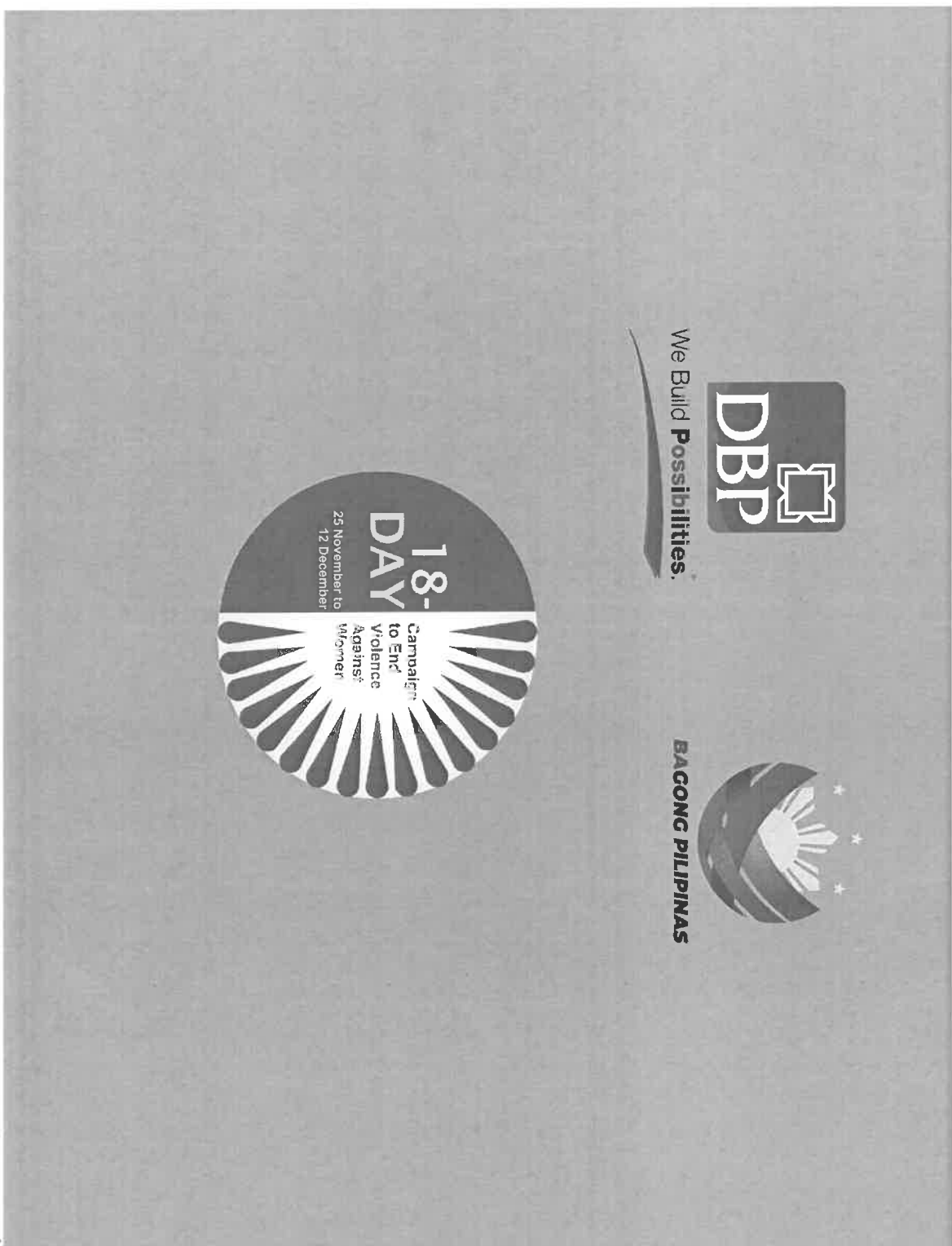
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Conforme: _____
Signature over Printed Name

Stop Violence Against Women
T-shirt Design

Annex D



Conforme: _____
Signature over Printed Name