



## **REQUEST FOR QUOTATION (RFQ)**

### **Supply, Packaging and Delivery of One (1) Lot Power Bank and Bluetooth Earphones – Reposting**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CAD-24-00428  
Date of Posting/Canvass : 10/17/2024  
Deadline of Submission : 10/24/2024 (10:00AM)  
Approved Budget for the Contract (ABC) : ₱ 504,000.00

| Item                                                                                     | Quantity | Unit Cost | Total Cost |
|------------------------------------------------------------------------------------------|----------|-----------|------------|
| Kindly refer to the attached <b>Terms of Reference</b> 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:**

- Quotation/Proposal (*must reflect the unit cost per piece and the total cost, inclusive of taxes*);
- Copy of 2024 Mayor's/Business Permit;
- PhilGEPS Registration Number;
- Omnibus Sworn Statements (and Secretary's Certificate – as applicable);
- Latest Income Tax Return;
- Signed Request for Quotation (RFQ); and
- Atleast one (1) complete sample of Power Bank and Bluetooth Earphones in complete Kraft Box Packaging for evaluation and inspection.

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.*

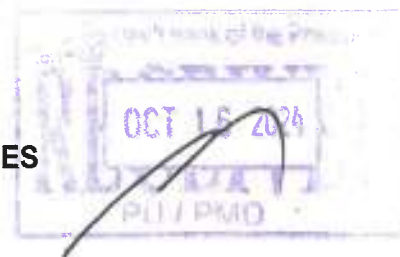
**Name of Company/Supplier:** \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Signature over Printed Name*

## DEVELOPMENT BANK OF THE PHILIPPINES

### TERMS OF REFERENCE



#### SUPPLY, PACKAGING AND DELIVERY OF ONE (1) LOT POWER BANK AND BLUETOOTH EARPHONES

I. Total Approved Budget for the Contract (ABC) – Five Hundred Four Thousand Pesos (P504,000.00) inclusive of VAT/ applicable taxes and other charges

II. Technical Specifications

| No. | Item                                                                                                                                                                                                                                                                                                                               | Quantity | Unit Cost | Total Cost  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|-------------|
| 1   | Power bank<br><br>Color: Black – Please see Annex A<br>Other details: At least 10,000mah<br>Dual – input<br>Dual – output<br>Type C/ Micro USB<br>Inclusions: Charging wire<br>Logo printing: One color UV print<br>Size of logo: 1.6 cm (width) x 1.5 cm (height) (+/- 0.3 cm) proportional<br>Logo placement: Please see Annex B | 200 pcs. | P1,265.60 | P253,120.00 |
| 2   | Bluetooth Earphones<br><br>Color: White – Please see Annex A<br>Other details: Built-in Microphone<br>High Stereo Sound<br>Inclusions: Charging wire/ cable<br>Logo printing: One color UV print<br>Size of logo: 1.4 cm (width) x 1.3 cm (height) (+/- 0.3 cm) proportional<br>Logo placement: Please see Annex B                 |          | P1,254.40 | P250,880.00 |
|     |                                                                                                                                                                                                                                                                                                                                    | 200 sets | P2,520.00 | P504,000.00 |

Packaging: Power bank and Earphones in its original packaging/ package is to be placed in a kraft box with fillers, ribbon and 4 x 6 inches (+/- 0.3 cm) customized notecard (Please see Annex C for sample and notecard lay-out)

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

CONFORME:

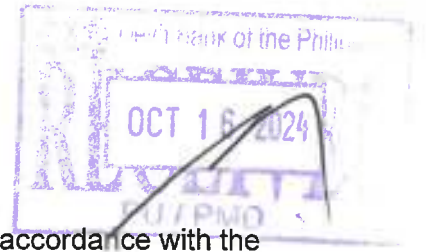
III. Conditions of the Contract

Company Name

Name & Signature

Date

SUPPLY, PACKAGING AND DELIVERY OF ONE (1) LOT POWER BANK AND BLUETOOTH EARPHONES



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/ refuse delivery if items delivered were found to be defective and not according to the required specifications.
2. The DBP may terminate/ cancel the Purchase Order (PO) if the supplier fails to deliver, perform and comply with its obligations.
3. Random checking of items will be done 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 without additional cost within fourteen (14) calendar days upon receipt of items.
5. The supplier warrants that the Goods supplied under the Contract are new, unused, and free from defects.
6. Delivery Period: The supplier shall deliver the item within sixty-five (65) days after receipt of Notice to Proceed
7. Point of Delivery: DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit - Procurement and Inventory Management Department (PIMD-IMU), Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City

IV. Requirements for Submission of Proposal:

1. Quotation (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. Latest Income/ Business Tax Return
6. Signed Request for Quotation (RFQ)
7. At least one (1) complete sample of power bank and Bluetooth earphones in complete Kraft box packaging for evaluation and inspection.

V. Others

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 selection of the lowest calculated proposal shall be based on the lowest calculated price provided that the submitted sample item is compliant with all the required technical specifications.

VI. Payment

1. No down payment. Payment shall be processed after completion of delivery and submission of complete documents for payment by the supplier (i.e., Billing Statement/Statement of Account, if applicable).
2. 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.

CONFORME:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name & Signature SUPPLY, PACKAGING AND DELIVERY OF ONE (1) LOT POWER BANK AND BLUETOOTH EARPHONES

\_\_\_\_\_  
Date

Recommended by:

Approved by:

**SIGNED**

**AM JAYVEE P. CORTEZ**

Acting Head, Media and Advertising Unit

Per Office Order No. 227 dated May 29, 2024

**SIGNED**

**FVP ZANDRO CARLOS P. SISON**

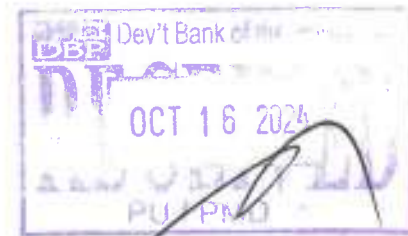
Head, Corporate Affairs Department

CONFORME:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date



ANNEX A

1. Sample Bluetooth Earphones



2. Sample Powerbank



CONFORME:

Company Name

Name & Signature

Date

ANNEX B

Logo placement



CONFORME:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

ANNEX C

1. Sample packaging

Ribbon and filler color: Blue



Items in its original packaging



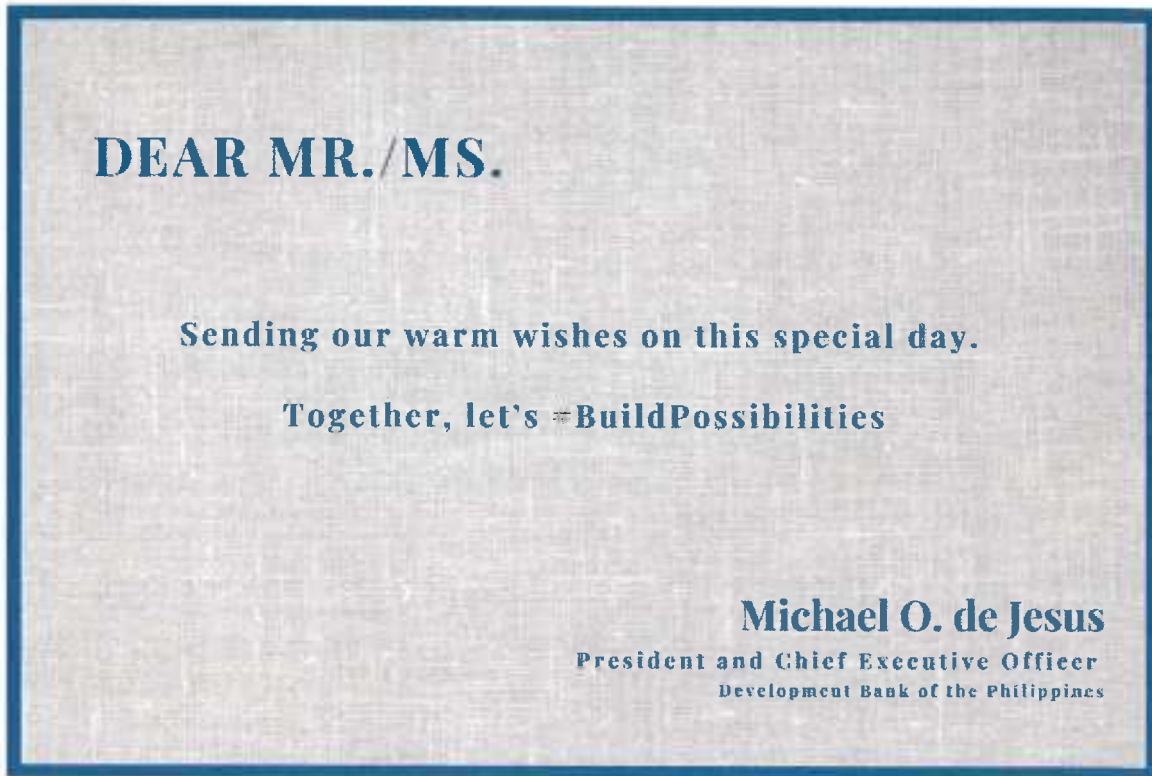
CONFORME:

Company Name

Name & Signature

Date

## 2. Note card lay-out



CONFORME:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date