



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

### **Supply and Delivery of Car Shade**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CAD-24-00507  
Date of Posting/Canvass : 10/11/2024  
Deadline of Submission : 10/17/2024 (10:00AM)  
Approved Budget for the Contract (ABC) : ₱ 345,000.00

| 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;
- Proof of PhilGEPS Registration;
- Omnibus Sworn Statements (and Secretary's Certificate – as applicable);
- Signed Request for Quotation (RFQ); and
- At least one (1) sample car shade for evaluation

*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.*

*Prospective suppliers may inspect the sample car shade at the Corporate Affairs Department, G/Floor, DBP Head Office, Sen. Gil Puyat cor. Makati Ave., Makati City*

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: \_\_\_\_\_

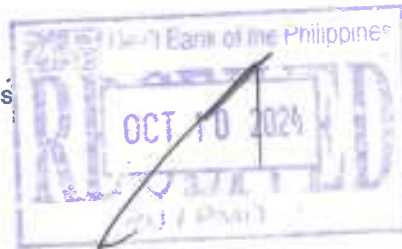
Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature over Printed Name*



DEVELOPMENT BANK OF THE PHILIPPINES

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



## DEVELOPMENT BANK OF THE PHILIPPINES

### TERMS OF REFERENCE

#### SUPPLY AND DELIVERY CAR SHADE

- I. **Approved Budget for the Contract (ABC):** P345,000.00 or P300.00 per piece  
(Inclusive of VAT/applicable taxes and other charges)
- II. **Quantity:** 1,150 pieces
- III. **Technical Specifications:**

|                                            |                                                                                                                                                                                         |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Style                                      | Accordion Style                                                                                                                                                                         |
| Materials                                  | Aluminum, Polyethylene (PE) bubble, inner high density cotton wool                                                                                                                      |
| Size                                       | Width: 49 inches (+/- 0.5 inch)<br>Height: 27 inches (+/- 0.5 inch)                                                                                                                     |
| Color                                      | White with black tipping                                                                                                                                                                |
| Size of DBP Logo and Bagong Pilipinas Logo | DBP Logo<br><br>Height: 14 inches (+/- 0.5 inch)<br>Width: 17 inches (+/- 0.5 inch)<br><br>Bagong Pilipinas Logo<br>Height: 14 inches (+/- 0.5 inch)<br>Width: 15 inches (+/- 0.5 inch) |
| Mode of DBP Logo Application               | Digital Printing                                                                                                                                                                        |
| 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 car shade 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.

#### IV. 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 Building, Sen. Gil Puyat Ave., corner Makati Avenue, Makati City

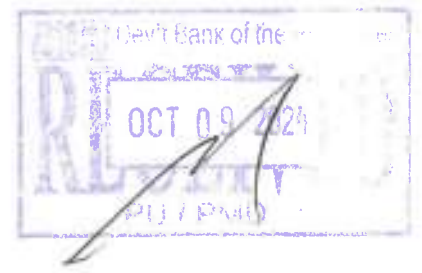
CONFORME:

Company Name

Name & Signature

Date

## SUPPLY AND DELIVERY CAR SHADE



- 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).
5. The final quantity of items allocated to business units identified as delivery points shall be advised within ten (10) calendar days after issuance of the Notice to Proceed.
6. The winning supplier must provide delivery receipts (DRs) to all delivery sites indicating the quantity of delivered car shade. 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 (NTP).
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
  - c. Sales Invoice that indicated that total quantity of items delivered including the corresponding amount DBP has to pay to the supplier.
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. Proof of PhilGEPS Registration
4. Omnibus Sworn Statements (and Secretary's Certificate – as applicable).
5. Signed Request for Quotation
6. At least one (1) sample car shade for evaluation.

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.

CONFORME:

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

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

\_\_\_\_\_  
Date



**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.

**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:

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

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

\_\_\_\_\_  
Date



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**BAGONG PILIPINAS**

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| 2024 DBP Corporate Giveaways Distribution Table                            |                                                                                                                                                                                                                    |                                                   |            |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------|
| Business Units                                                             | Address                                                                                                                                                                                                            |                                                   | Car Shade  |
| <b>Head Office-based Business Units</b>                                    | DBP Receiving Section – Inventory and Management Unit, DBP Head Office, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City                                                                                    | 88189511 Local 2018                               | 450        |
| UPDATED DISTRIBUTION TABLE FOR BUSINESS UNITS UNDER THE BRANCH BANKING SEC |                                                                                                                                                                                                                    |                                                   |            |
| Branch Banking Groups                                                      |                                                                                                                                                                                                                    | Contact Person/<br>Mobile No.                     | Car Shade  |
| Metro Manila                                                               | BBG Metro Manila<br>DBP Bldg., Commonwealth Ave. Diliman, Quezon City<br>PHONE (632) 920-4781, 920-4715/920-4909, 920-4902, 920-4889, 920-4918, 920-4717/ FAX (632) 920-4776, 920-4903<br>E-MAIL rmc-mm1@dbp.ph    | VP LEA R. SANTOS<br>0917-1795077                  | 88         |
| Northern Luzon                                                             | BBG Northern Luzon<br>Session Road cor. Perfecto St., Baguio City<br>PHONE (078) 624-0877, 622-2273/FAX (078) 622-2273, 622-2272<br>E-MAIL rmc-nel@dbp.ph                                                          | FVP MARIA DOLORES C. GUEVARA -<br>0917-563-5114   | 79         |
| Central Luzon                                                              | BBG Central Luzon<br>2/F Dona Isa Fel Bldg. Dolores Mcarthur Highway City of San Fernando, Pampanga<br>PHONE (045) 961-0003, 961-4782, 961-5674/FAX (045) 963-1231<br>E-MAIL rmc-cl@dbp.ph                         | FVP Francis Thaddeus L. Rivera -<br>0917 580 7126 | 51         |
| Southern Luzon                                                             | BBG Southern Luzon<br>2nd Flr. DBP Bldg. Merchan St., Lucena City, Quezon<br>PHONE (042) 373-1917, 373-4404, 373-4274/FAX (042) 373-4404; 373-4274<br>E-MAIL rmc-st@dbp.ph                                         | VP JOEL G. JALBUENA -<br>0917-559-8813            | 57         |
| Bicol                                                                      | BBG Bicol<br>2nd Floor DBP Naga Branch Bldg. Panganiban Drive Naga City, Camarines Sur<br>PHONE (054) 472-4728, 472-4729/FAX (054) 472-472<br>E-MAIL rmc-bicol@dbp.ph                                              | VP RODERICK P. BARBADO -<br>0917-538-4160         | 42         |
| Central and Eastern Visayas                                                | BBG Central & Eastern Visayas<br>Mezzanine Floor, DBP Bldg., Osmeña Blvd. Cebu City<br>PHONE (032) 255-6310, 255-7410, 255-6318/FAX (032) 253-6951<br>E-MAIL rmc-cv@dbp.ph<br>HEAD Fernando G. Lagahit             | VP HELBERT ANTOINE A. ACHAY -<br>0917-557-7444    | 72         |
| Western Visayas                                                            | BBG Western Visayas<br>DBP Bldg. Cor. South Capitol Road and Lacson Sts., Bacolod City<br>PHONE (034) 434-9378, 433-4284, 709-6094/FAX (034) 434-9377<br>E-MAIL rmc-negros@dbp.ph                                  | FVP ROSEMARIE C. CALLANTA -<br>0917-5718420       | 57         |
| Northern Mindanao                                                          | BBG Northern Mindanao<br>3rd Floor DBP Bldg. Corrales Ave. cor. Tirso Neri St. Cagayan de Oro City<br>PHONE (08822) 722-648, 722-646, 723-783, (088) 231-4266, 309-4049/FAX (088) 723-316<br>E-MAIL rmc-cdo@dbp.ph | VP MARY JOYCE B. SALGADOS - 0917-5627939          | 72         |
| Southern Mindanao                                                          | BBG Southern Mindanao<br>Roxas Ave., General Santos City, South Cotabato<br>PHONE (083) 552-2328, 552-4514, 301-1688/FAX (083) 301-1688<br>E-MAIL rmc-sm@dbp.ph                                                    | VP NELITO H. TINGZON -<br>0917-557-9770           | 51         |
| Western Mindanao                                                           | BBG Western Mindanao<br>Don P. Lorenzo St. (Port Area), Zamboanga City<br>PHONE (062) 992-7365, 991-1316, 992-5819/FAX (062) 991-0359<br>E-MAIL rmc-wm@dbp.ph                                                      | SAVP ROMEL S. CALAPARDO - 0917-570-4487           | 41         |
|                                                                            | <b>Sub-Total</b>                                                                                                                                                                                                   |                                                   | <b>610</b> |

CONFORME:

Company Name

Name &amp; Signature

Date

| ATED DISTRIBUTION TABLE FOR BUSINESS UNITS UNDER THE DEVELOPMENT LENDING SE |                                                                                                                                                          |                                              |              |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------|
| Provincial Lending Groi                                                     | Address                                                                                                                                                  | Contact Person/<br>Mobile No.                | Car Shade    |
| North & Central Luzon<br>(Malolos)                                          | North & Central Luzon Lending Group<br>Paseo del Congreso, Brgy. Catmon, Malolos City<br>Tel. No.: (044) 796-0325<br>Email Address: nc-lg@dbp.ph         | SVP Catherine<br>Camarao -<br>0917-509-0307  | 18           |
| South Luzon (Lucena)                                                        | South Luzon Lending Group<br>G/F DBP Building, Merchan Street, Lucena City<br>Tel. No.: (042) 373-1917<br>Email Address: sl-lg@dbp.ph                    | SVP Daniel M.<br>Gonzales -<br>0917-804-8566 | 18           |
| Visayas (Cebu)                                                              | Visayas Lending Group<br>G/F DBP Building, Osmeña Blvd., Cebu City<br>Tel. No.: (032) 255-6312; 255-6323-24<br>Email Address: vl-lg@dbp.ph               | VP Marissa P. Anino -<br>0947-991-9087       | 18           |
| Northern Mindanao<br>(Butuan City)                                          | Northern Mindanao Lending Group<br>J.C. Aquino Avenue cor. J. Rosales Avenue, Butuan<br>City<br>Tel. Nos.: (085) 341-5136<br>Email Address: nm-lg@dbp.ph | SVP Sisinio S.<br>Narisma -<br>0917-872-1177 | 18           |
| Southern & Western<br>Mindanao (Davao City)                                 | Southern & Western Mindanao Lending Group<br>2/F DBP Bldg., C.M. Recto Avenue, Davao City<br>Tel. Nos.: (082) 222-3477                                   | VP Cliff C. Chatto -<br>0928-500-1421        | 18           |
| <b>Sub-Total</b>                                                            |                                                                                                                                                          |                                              | <b>90</b>    |
| <b>Summary:</b>                                                             |                                                                                                                                                          |                                              |              |
| HO BUs                                                                      |                                                                                                                                                          |                                              | 450          |
| BBGs                                                                        |                                                                                                                                                          |                                              | 610          |
| PLGs                                                                        |                                                                                                                                                          |                                              | 90           |
| <b>Grand Total</b>                                                          |                                                                                                                                                          |                                              | <b>1,150</b> |

CONFORME:

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

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Name & Signature

\_\_\_\_\_  
Date