



REQUEST FOR QUOTATION (RFQ)

Ballpen, Per Approved Specifications

Procuring Entity : DBP Head Office
Solicitation Number : P-CAD-24-00527
Date of Posting/Canvass : 10/28/2024
Deadline of Submission : 11/04/2024 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 330,000.00 (110.00/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) sample ballpen 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

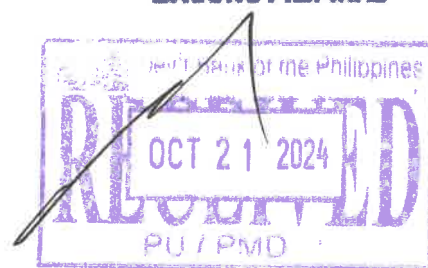


DEVELOPMENT BANK OF THE PHILIPPINES

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



BAGONG PILIPINAS



DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF BALLPEN

- I. Approved Budget for the Contract (ABC): P330,000.00 or P110.00 per piece
(Inclusive of VAT, applicable taxes and other charges)
- II. Quantity: 3,000 pieces
- III. Technical Specifications:

Material	Metal
Body Color	Blue
Clip Color	Silver
Size	5.25 inches (Length) (+/- 0.25 inch)
Ball point	0.5 mm
Ink Color	Black
DBP Logo	Full color
DBP Logo Size	0.5 inch (proportionate) (Please see Annex A) (Soft copy to be provided by DBP)
DBP Logo Position	Please see Annex A
DBP Logo Application	UV print
Packaging	Individual clear plastic to fit the item

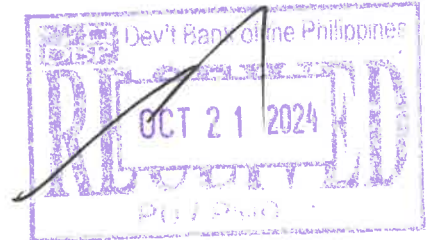
1. Please see attached image of the item in **Annex A**.
2. Prospective suppliers may inspect the sample ballpen at the Corporate Affairs Department, G/Floor, DBP Head Office. Contact persons: SM Lina Maria C. Reyno, AM Neil B. Diaz and Joanna Camille S. Santiago, Tel. No. 8 818-9511 loc. 6136.

I. Project Completion and Delivery Details:

1. The winning supplier shall be responsible for the undertaking the packing of the items and their delivery.
2. Delivery Site:
DBP Receiving Section – Inventory Management Unit-Procurement & Inventory Management Department (IMU-PIMD) , DBP Head Office Building, Sen. Gil Puyat Ave., corner Makati Avenue, Makati City

Conforme: _____
Signature over Printed Name

**Terms of Reference
Supply and Delivery of Ballpen**



3. Delivery Period:
Within 60 calendar days after receipt of Notice to Proceed (NTP).

II. 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.

III. Requirements for Submission of Proposal:

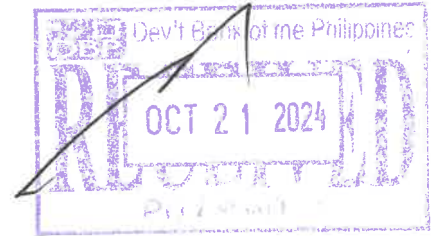
1. Quotation/Proposal (must reflect the unit cost per piece and the total cost, inclusive of taxes)
2. Copy of 2024 Mayor's/Business Permit
3. Proof of PhilGEPS Registration
4. Omnibus Sworn Statements (and Secretary's Certificate – as applicable).
5. Signed Request for Quotation (RFQ)
6. At least one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

Note: The sample to be submitted must be compliant with the required specifications and must be the same or similar 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.

IV. 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.

Conforme: _____
Signature over Printed Name



**Terms of Reference
Supply and Delivery of Ballpen**

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 are 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: _____ S

Annex A

