



REQUEST FOR QUOTATION (RFQ)

**Installation, Repair, Replacement of Lights and Dismantling of Christmas Decors, Per
Terms of Reference**

Procuring Entity : DBP Head Office
Solicitation Number : P-CAD-24-00513
Date of Posting/Canvass : 10/16/2024
Deadline of Submission : 10/22/2024 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 170,000.00

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 based on the specifications;
- Proof of PhilGEPS Registration;
- 2024 Mayor's/Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate (for Suppliers under Partnership/Corporation);
- Signed Request for Quotation (RFQ);
- Samples of LED Christmas Lights.
- Copy of Imports Commodity Clearance Certificate issued by the DTI/Bureau of Philippine Standard (BPS) or copy of the downloaded list of PS License from DTI/BPS website which includes the brand names of the LED Christmas lights.

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



TERM OF REFERENCE

PROCUREMENT OF SERVICES FOR THE INSTALLATION, REPLACEMENT OF LED LIGHTS, REPAIR AND DISMANTLING OF THE DBP 2024 CHRISTMAS DÉCOR

- I. Approved Budget for the Contract (ABC): P170,000.00
(Inclusive of VAT, applicable taxes and other charges)
- II. Date of Installation – November 9 and 10, 2024 (Friday and Saturday)
- III. Date of Dismantling – January 11 and 12, 2025 (Friday and Saturday)
- IV. Scope of Work:
 - A. Handle the installation, supply and delivery of LED lights, repair and dismantling of the following 2024 DBP Christmas décor:

Floor	Business Unit	Christmas Decor	Quantity
Penthouse	1. Bulwagang ng Diwang Pilipino (Entrance)	16 feet Garland	1 piece
	Bulwagan ng Diwang Pilipino (Interior – for columns)	18 feet Column Garland	8 sets
	2. Tanghalang Julian Felipe	6 feet Garland	1 piece
12	3. Executive Staff Room	6 feet garland	1 piece
	4. Board Room (Entrance)	6 feet garland	1 piece
	5. Executive Lounge (Entrance)	2 feet Swat (for doors)	2 pieces
		2 feet Table Top Arrangement	1 piece
11	6. Director's Office (Entrance)	6 feet garland	1 piece
		2 feet TableTop Arrangement	1 set

Conforme: _____
Signature over Printed Name

TOR for Christmas Décor | 1 of 5

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	7. Office of the Corporate Secretary (Entrance)	6 feet Garland	1 piece
10	8. Office of the Chairman	6 feet garland	1 piece
	9. Legal Services Group	2 feet TableTop Arrangement 6 feet Garland	1 set 1 piece
9	10. Internal Audit Group/Special Assets Group (Entrance)	6 feet garland	1 piece
	11. DBP Data Center, Inc. (Entrance)	6 feet Garland	1 set
8	12. Office of the President and CEO	6 feet garland	1 piece
	13. Treasury and Corporate Finance Sector	6 feet garland	1 piece
7	14. Strategic Planning Group/Customer Experience Management Department (Entrance)	6 feet garland	1 piece
	15. Commission on Audit	6 feet garland	1 piece
6	16. Corporate Services Sector/Human Resources Management Group (Entrance)	6 feet garland	1 piece
	17. Procurement and Facilities Management Group	6 feet garland	1 piece

Conforme: _____

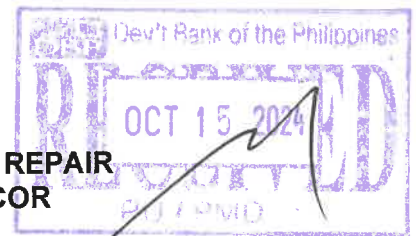


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5	18.Branch Banking Sector/BBS Marketing Group/Health and Wellness	6 feet garland	1 piece
	19.Bank Operations Support Group (Entrance)	6 feet Garland	1 piece
4	20. Trust Banking Group (Entrance)	6 feet garland	1 piece
	21. Enterprise Risk Management Group (Entrance)	6 feet garland	1 piece
3	22.Development Lending Sector (Entrance)	6 feet garland	1 piece
	23.Corporate Banking Group (Entrance)	6 feet garland	1 piece
2	24. Operations Sector (Entrance)	6 feet garland	1 piece
	25. ICT Sector/Comptrollership Group (Entrance)	6 feet garland	1 piece
1	26. Corporate Affairs Department /Item Processing Department/Cash Center- South	6 feet garland	1 piece
		6 feet Garland	1 piece
		2 feet Swag	4 sets
		Hanging Décor	9 pieces
	27. Financial Center	3 feet Garland	4 sets
		6 feet Garland	1 piece
	28. DBP Canteen (Entrance)		

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	29. DBP Lobby	8 feet steel Christmas tree	
		Geometric Hanging Décor	12 sets
		Decorative Arch	6 pieces

- B. Provide individual boxes/packaging/plastic for all items for safekeeping and with corresponding labels per package/per set, for future use.

V. Requirements for Submission of Proposal:

- A. Quotation/proposal (must reflect the total cost inclusive of taxes)
- B. Copy of 2024 Mayor's/Business Permit
- C. Proof of PhilGEPS Registration
- D. Omnibus Sworn Statements (and Secretary's Certificate – as applicable)
- E. Signed request for Quotation for Evaluation (RFQ)
- F. Samples of LED Christmas lights. Prospective supplier must also submit a copy of their Import Commodity Clearance Certificate issued by the DTI/Bureau of Philippine Standard (BPS) or copy of the downloaded list of PS License from the DTI/BPS website which include the brand name of the LED Christmas lights.

VI Terms in the Evaluation and Proposal and Sample:

- A. Incomplete submission of requirements shall not be evaluated.
- B. Quotation above ABC shall automatically be disqualified.
- C. Technical evaluation shall be undertaken by the Corporate Affairs Department
- D. The selection of the lowest calculated proposal shall be based on the lowest calculated price provided compliant with the requirements.

VII. Other Terms and Conditions:

- A. No downpayment. Payment shall be processed after dismantling of Christmas décor and submission of complete documents for payment by the supplier (i.e. Billing Statement/Statement of Account, if applicable).
- B. Penalty: For every day of delay of installation, 1/10 of 1% (0.001) of the price shall be deducted from the payment, in case the supplier fails to install 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. Point of Delivery: DBP Building, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD) in coordination with the Corporate Affairs Department (CAD), Sen. Gil Puyat Avenue corner Makati Avenue, Makati City

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Signature over Printed Name

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Recommended by:

SIGNED

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

Approved:

SIGNED

FVP ZANDRO CARLOS P. SISON
Head, Corporate Affairs Department

Conforme: _____
Signature over Printed Name

