



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

### **Supply and Delivery of 250,000 sets of Pin Form, DBP ATM (Visa) - Reposting**

Procuring Entity : DBP Head Office  
Solicitation Number : P-E~COD-24-00516  
Date of Posting/Canvass : 12/2/2024  
Deadline of Submission : 12/6/2024 (10:00AM)  
Approved Budget for the Contract (ABC) : ₱ 225,000.00

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:**

- Proposal/Quotation *[using supplier's letterhead]*;
- Proof of PhilGEPS Registration;
- 2024 Mayor's/Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate (for supplier under partnership/corporation); and
- Signed Request for Quotation (RFQ);

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

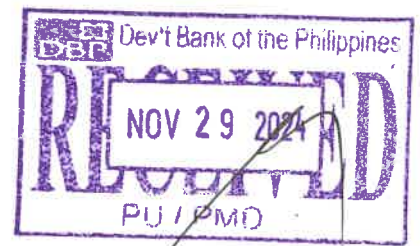
**MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636**

*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 AND DELIVERY OF 250,000 SETS OF PIN FORM, DBP ATM(VISA)

I. **Approved Budget for the Contract:** ₱225,000.00 at 0.90 per set (VAT Inclusive and other charges)

II. **Technical Specifications:**

Size: 3 – ½ inches x 6 inches  
with one color print on front of 1<sup>st</sup> & 2<sup>nd</sup> ply  
with back print on 2<sup>nd</sup> ply  
with desensitizing ink on front of 2<sup>nd</sup> ply  
with gluing and tear perforation on all sides

Paper Type	Ply	Packaging Quantity	Quantity	Unit	Price/Set
Carbonless Paper	2	1,000 sets/box	250,000	set/s	0.90

III. **Conditions of the Contract:**

1. The Supplier shall ensure that the items delivered are in accordance with the Technical Specifications required by DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not in accordance with the required specifications.
2. The DBP may terminate/cancel the Purchase Order (PO) when the supplier fails to deliver, perform and comply with its obligation.
3. **Delivery Period:** The supplier shall deliver the items within Forty-Five (45) working days after receipt of the Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-PIMD, Sen. Gil Puyat Ave. cor. Makati Ave., Makati City.
5. Interested Supplier/s must submit the following:
  - a. Proposal/Quotation
  - b. Proof of Philgeps Registration
  - c. 2024 Mayor/s Business Permit
  - d. Omnibus Sworn Statement
  - e. Secretary's Certificate (for supplier under partnership/corporation)
  - f. Signed Request for Quotation (RFQ)

CONFORME:

Company Name

Name & Signature

Date

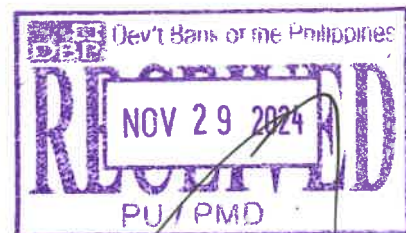
- g. The Supplier shall provide DBP a sample of the PIN Mailer form for evaluation and testing together with the quotation.
6. The PIN Mailer forms must have a 3-year warranty period. In the event of reported damage because of blurry and unreadable printing of PIN in the second ply, DBP has the right to cancel all the printed PIN forms in the specific box where the damage PIN form belong and may demand for immediate replacement from the supplier.

**IV. Payment:**

1. Payment shall be processed after completion of delivery, provided and subject to submission of complete documents for payment (e.g. Billing Statement/ Statement of Account and Certificate of Completion/Acceptance if applicable).
2. For every day of delay, 1/10 of 1% of the price of undelivered items shall be deducted from the payment in case the supplier fails to deliver the items on time.
3. No down payment or partial payment.

Recommended by:

**SIGNED**  
**SM Ruel E. Lizardo**  
Unit Head, E-Channels Processing Unit



Approved by:

**SIGNED**  
**SM Henson G. Casalem**  
Head, E-Channels Operations Department

**SUPPLY AND DELIVERY OF 250,000 SETS OF PIN FORM, DBP ATM(VISA)**

CONFORME:

Company Name

Name & Signature

Date



Development Bank of the Philippines

*sample*

**STRICTLY PRIVATE  
AND CONFIDENTIAL**

This DBP VISA Card PIN Form is sealed. Should it be tampered in any way, do not accept from the Issuer DBP Branch.

DO NOT SCRATCH

