



**REQUEST FOR QUOTATION (RFQ)**

**Paper, Bond, With Letterhead Special**

Procuring Entity : DBP Head Office  
Solicitation Number : R-PIMD-24-00555  
Date of Posting/Canvass : 12/12/2024  
Deadline of Submission : 12/16/2024 (9:00 AM)  
Approved Budget for the Contract (ABC) : Php 228,000.00 (4,560.000/ream x 50 reams)

**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)
- Sample of the Textured Laid Paper – 100 GSM to be used for production (with signature over printed name of the supplier's representative, name of company/supplier and date signed)

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.*

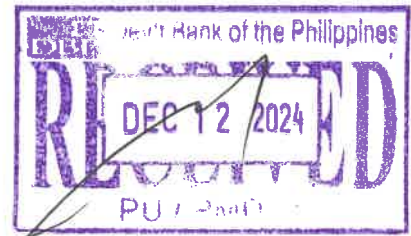
Name of Company/Supplier: \_\_\_\_\_  
Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature over Printed Name*

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of 50 reams of Bond Paper with Letterhead, Special



- I. **Approved Budget for the Contract: Two Hundred Twenty Eight Thousand Pesos (₱228,000.00)**  
(Inclusive of VAT/applicable taxes and other charges)

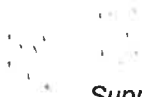
II. **Technical Specifications:**

Item	Specifications	Quantity	Unit Price	Total Amount
PAPER, BOND, W/ LETTERHEAD, SPECIAL	<ul style="list-style-type: none"><li>Size: A4, 210mm x 297mm (+/- 2mm in either direction)</li><li>Paper stock: Textured Laid Paper (100 GSM)</li><li>Sheet Count: 500 sheets per ream</li><li>For laser printer, standard office copier</li><li>4 colors print - with printing and embossing of 1.25" x 1.25" size DBP/Bagong Pilipinas-provided name and logo</li></ul>	50 reams	₱ 4,560.00	₱ 228,000.00
				₱ 228,000.00

III. **Conditions of the Contract:**

- The Winning 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 in accordance with the required specifications/samples.
- The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
- Delivery Period:** The Winning Supplier shall deliver the Bond Paper with Letterhead, Special within Fifteen (15) calendar days after approval of the DBP of the sample prints/proof of the DBP/Bagong Pilipinas-provided name and logo.
- Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
- The Winning Supplier shall produce and submit sample prints of the Bond Papers using the DBP/Bagong Pilipinas-provided name and logo before proceeding with actual production. Sample prints/proof (using the DBP-provided logo and name) shall be submitted for approval of DBP within seven (7) calendar days after receipt of Notice to Proceed (NTP)
- Warranty:** Manufacturing defects shall be replaced by the Winning Supplier and a warranty security shall be required from the Winning Supplier for three (3) months after acceptance by DBP of the delivered items. The obligation for the warranty shall be covered by a retention money or special bank guarantee equivalent to one percent (1%) of the total Contract price, which shall only be released after the lapse of the warranty period. Provided, however that the items delivered are free from patent and latent defects and all the conditions imposed have been fully met.

Conforme: \_\_\_\_\_  
Signature over Printed Name



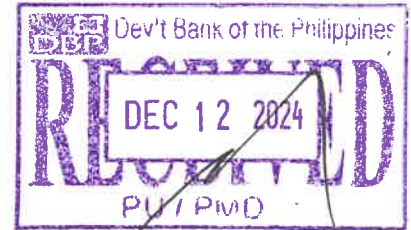
**7. Payment:**

- a) Payment shall be processed after completion of delivery subject to complete documents for payment such as (a) Billing Statement, (b) Statement of Account as applicable.
- b) 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.

**Other Conditions:**

Interested Supplier/s must submit all of the following:

- a) Proposal/Quotation with brochure or data sheet;
- b) 2024 Mayor's/Business Permit
- c) Omnibus Sworn Statement;
- d) Signed Request for Quotation (RFQ);
- e) Secretary's Certificate (for supplier under partnership/corporation);
- f) Proof of PhilGEPS Registration;
- g) Supplier's Certification signed by the Winning Supplier/Authorized Representative certifying paper stock of Textured Laid Paper - 100 GSM for production (per Annex A); and
- h) Sample of the Textured Laid Paper - 100 GSM to be used for production (with signature over printed name of Winning Supplier's Representative, name of Company/Supplier and Date Signed).



Prepared by:

SIGNED

**MARIVIC M. AQUINO**

Acting Head, Warehouse VisMin, IMU-PIMD

Recommended by:

SIGNED

**SM EMMA O. PEDREZUELA**

Head, IMU-PIMD

Approved by:

SIGNED

**VP FE B. DELA CRUZ**

Head, PIMD

Conforme: \_\_\_\_\_  
Signature over Printed Name



Annex A

## CERTIFICATION OF PAPER STOCK

\_\_\_\_\_  
(Date)

**The Head, Procurement and Inventory Management Department**

Development Bank of the Philippines  
Sen., Gil J. Puyat Ave. corner Makati Ave.  
Makati City

I/We, \_\_\_\_\_, in connection with the participation of  
(Supplier's Representative/s)

\_\_\_\_\_ in the procurement for the project, Supply and  
(Name of Company/Supplier)

Delivery of 50 reams of Bond Paper with Letterhead, Special of the Development Bank of the

Philippines, hereby CERTIFY that the attached sample conforms to the specifications as required  
under Section II of the Technical Specifications, to wit:

Paper Requirement: Paper Stock – **Textured Laid Paper - 100 GSM**

\_\_\_\_\_  
Name and Signature of Supplier's Authorized Representative

Conforme: \_\_\_\_\_  
Signature over Printed Name



DEVELOPMENT BANK OF THE PHILIPPINES

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



(02) 818-9511



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Makati City



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