

**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 : 12/4/2024  
Deadline of Submission : 12/10/2024 (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); *[using supplier's letterhead]*;
- Proof of PhilGEPS Registration;
- 2024 Mayor's/Business Permit;
- Omnibus Sworn Statement (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 supplier/s may inspect the sample of car shade at the Corporate Affairs Department, G/Floor, DBP Head Office, Sen. Gil Puyat Ave. cor. Makati Ave. Makati City. Contact Persons: SM Lina Maria C. Reyno, AM Neil B. Diaz and Ms. Joanna Camille S. Santiago, Tel No. 8818-9511 loc. 6136*

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

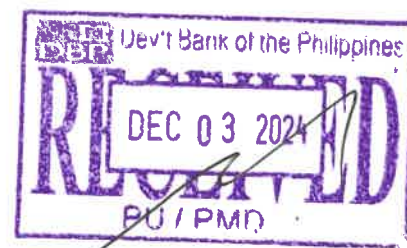


BAGONG PILIPINAS

## 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/Foldable
Materials	Aluminum, Polyethylene (PE) bubble, inner high density cotton wool
Size	Width: At least 49 inches (+/- 0.5 inch) Height: At least 27 inches (+/- 0.5 inch)
Color	Gray with black tipping
Size of DBP Logo and Bagong Pilipinas Logo	DBP Logo  Height: At least 14 inches (+/- 0.5 inch) Width: At least 17 inches (+/- 0.5 inch)  Bagong Pilipinas Logo Height: At least 14 inches (+/- 0.5 inch) Width: At least 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, Sen. Gil Puyat Ave., corner Makati Avenue, Makati City

CONFORME:

Company Name

Name & Signature

Date



(02) 8818-9511



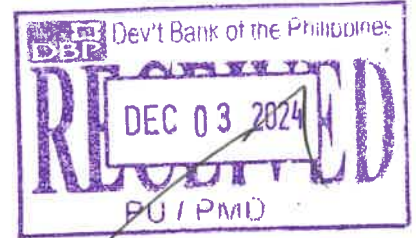
info@dbp.ph



www.dbp.ph



P.O. Box 1996, Makati Central Post Office 1200  
Makati City



## Supply and Delivery of 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.
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/NTP, 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 (RFQ)
6. At least one (1) sample car shade for evaluation.

CONFORME:

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Company Name

Name & Signature

Date

Supply and Delivery of Car Shade



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.

**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**  
Corporate Affairs Department

Approved by:

**SIGNED**

**FVP Zandro Carlos P. Sison**  
Head, Corporate Affairs Department

CONFORME:

Company Name

Name & Signature

Date



We Build **Possibilities.**®



**BAGONG PILIPINAS**

CONFORME:

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

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

Date \_\_\_\_\_

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

CONFORME:

Company Name

Name &amp; Signature

Date

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

CONFORME:

Company Name

Name & Signature

Date