



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of 75 reams of Textured Laid Paper

Procuring Entity : DBP Head Office
Solicitation Number : R-PIMD-24-00576
Date of Posting/Canvass : 12/17/2024
Deadline of Submission : 12/23/2024 (09:00AM)
Approved Budget for the Contract (ABC) : ₱ 90,000.00

Item	Quantity	Unit Cost	Total Cost
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 *[using supplier's letterhead]*;
- 2024 Mayor's/Business Permit;
- PhilGEPS Registration Number;
- Omnibus Sworn Statement;
- Secretary's Certificate (for supplier under partnership & corporation); and
- Signed Request for Quotation (RFQ); and
- Supplier's Certification signed by the Supplier/Authorized Representative certifying paper stock of the Textured Laid Paper – 100GSM (per Annex A)

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 (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of 75 reams of Textured Laid Paper

- I. **Approved Budget for the Contract:** Ninety Thousand Pesos (₱90,000.00) (Inclusive of VAT/applicable taxes and other charges)

II. **Technical Specifications:**

Item	Specifications	Quantity	Unit Price	Total Amount
Paper, Bond, Textured Laid	<ul style="list-style-type: none">Textured Laid PaperUltra white, 100GSMSize: 8.25" x 11.75", (A-4)500 sheets/ream	75 reams	₱ 1,200.00	₱ 90,000.00

III. **Conditions of the Contract:**

1. 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.
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 Winning Supplier shall deliver the Textured Laid Papers Seven (7) calendar days after receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Procurement and Inventory Management Department-Inventory Management Unit- (PIMD-IMU), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
5. The Supplier must submit sample of item/s being offered, for evaluation.
6. **Warranty:** Manufacturing defects shall be replaced by the Supplier for a minimum period of three (3) Calendar days after acceptance by DBP of the delivered items without cost to the Bank.
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.

CONFORME:

Company Name

Name & Signature

Date

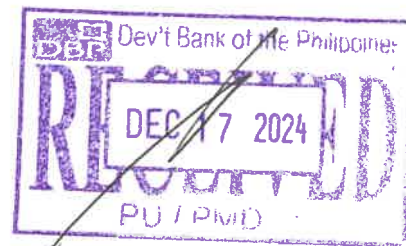
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Other Conditions:

Interested Supplier/s must submit all of the following:

1. Proposal/Quotation;
2. 2024 Mayor's/Business Permit (BP);
3. PhilGEPS Registration Number;
4. Omnibus Sworn Statement;
5. Signed Request for Quotation (RFQ);
6. Secretary's Certificate (for supplier under partnership/corporation); and
7. Supplier's Certification signed by the Supplier/Authorized Representative certifying paper stock of the Textured Laid Paper - 100 GSM (per Annex A).



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:

Company Name

Name & Signature

Date

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
(Name of Company/Supplier)

and Delivery of 75 reams of Textured Laid Paper 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 – 100 GSM

Name and Signature of Supplier's Authorized Representative