REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Credit Card Case, Per Specifications

Procuring Entity : DBP Head Office Solicitation Number : P-CAD-24-00581 Date of Posting/Canvass : 12/20/2024

Deadline of Submission : 12/26/2024 (10:00AM)

Approved Budget for the Contract (ABC) : ₱ 136,900.00

Item	Quantity	Unit Cost	Total Cost
Kindly refer to th	ne attached Terms of Refer	ence for details and other co	nditions.
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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 guotation 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];
- · Copy of 2024 Mayor's/Business Permit;
- PhilGEPS Registration Number;
- Omnibus Sworn Statements (and Secretary's Certificate-as applicable);
- At least one (1) sample of credit card case for evaluation; and
- Signed Request for Quotation (RFQ)

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

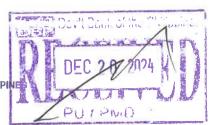
MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636

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	i Name	



DEVELOPMENT BANK OF THE PHILIPPINE
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines





DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF CREDIT CARD CASE, PER SPECIFICATIONS

- I. Approved Budget for the Contract (ABC): P136,900.00 or P185.00 per piece (Inclusive of VAT/applicable taxes and other charges)
- II. Quantity: 740 pieces

III. Technical Specifications

Synthetic Leather			
6 card slots – 3 on each side			
Height: at least 8cm			
x 1.5 cm (Width)			
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nt)			

- 1. Please see attached image of the item in Annex A.
- 2. Prospective suppliers may inspect the sample of the card case at the Corporate Affairs Department, G/Floor, DBP Head Office. Contact persons: SM Lina Maria C. Reyno 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.
- Delivery Site: DBP Receiving Section Inventory Management Unit-Procurement & Inventory Management Department (IMU-PIMD), DBP Head Office, Sen. Gil Puyat Ave., corner Makati Avenue, Makati City
- 3. **Delivery Period:** Within sixty (60) calendar days after receipt of Notice to Proceed (NTP).

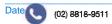
V. Payment Terms:

- 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. 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

Company Name

CONFORME:

Name & Signature









TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF CREDIT CARD CASE, PER SPECIFICATIONS



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.

VI. Requirements for Submission of Proposal:

- 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. PhilGEPS Registration number
- 4. Omnibus Sworn Statements (and Secretary's Certificate as applicable).
- 5. At least one (1) sample of credit card case for evaluation.
- 6. Signed Request for Quotation (RFQ).

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 the required technical specifications.

VIII. Other Terms and Conditions

- 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 are 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 items must be replaced by the supplier within fifteen (15) calendar days upon receipt of notice from the Corporate Affairs Department without additional cost to the Bank.

Prepared by:		Approved by:		
AM Neil B. Diaz Concurrent Officer-in-Cha Corporate Affairs Departi		FVP Zandro Carlos Head, Corporate Affa Chairperson, Techni	airs Department a	
Company Name	TOR – Supply An	nd Delivery Of Credit Card Cas	e, Per Specifications	Page 2 of 3

Name & Signature

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF CREDIT CARD CASE, PER SPECIFICATIONS

Annex A



- A. Height: at least 8cm
- B. Width: at least 10.5cm
- C. Logo: Height at least 1.2cm x Width at least 1.5cm

CONFORME:

Company Name

Name & Signature

Date



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