



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Various Ink Bottles

Procuring Entity	:	DBP Head Office
Solicitation Number	:	R-PIMD-25-00093
Date of Posting/Canvass	:	03/28/2025
Deadline of Submission	:	04/03/2025 (10:00AM)
Approved Budget for the Contract (ABC)	:	₱ 615,150.00

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]*;
- 2025 Mayor's/Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate (for supplier under partnership/corporation);
- Signed Data Privacy Consent Form;
- Proof of PhilGEPS Registration;
- VAT Returns for the last six (6) months;
- Current and Valid Certificate of Resellership or distributorship issued by the manufacturer (Epson/Brother). If the supplier is not a direct partner/reseller/distributor of the manufacturing company, the supplier must submit a corresponding certificate linking them to the manufacturing company of the brand being offered; and
- Certificate of brand authenticity issued to the supplier by the manufacturer or authorized distributor of Epson/Brother. If the supplier is not an authorized distributor, the supplier must submit a corresponding certificate linking them to the manufacturer of Epson/Brother.

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

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 Various Ink Bottles



- I. Approved Budget for the Contract: Six Hundred Fifteen Thousand One Hundred Fifty Pesos (₱ 615,150.00)**
(Inclusive of VAT and other applicable charges/taxes)

II. Technical Specifications

Lot No	Item Description	Specifications (to be compatible with existing printers)	Quantity (in bottles)	Unit Price	Total Amount
LOT 1	INK, EPSON L3110, BLACK	<ul style="list-style-type: none"> Epson 003 Ink bottle T00V100 Color-Black Printer technology: Dye Ink 	250	₱ 283.00	₱ 70,750.00
	INK, EPSON L3110, CYAN	<ul style="list-style-type: none"> Epson 003 Ink bottle T00V200 Color-Cyan Printer technology: Dye Ink 	100	293.00	29,300.00
	INK, EPSON L3110, MAGENTA	<ul style="list-style-type: none"> Epson 003 Ink bottle T00V300 Color-Magenta Printer technology: Dye Ink 	100	293.00	29,300.00
	INK, EPSON L3110, YELLOW	<ul style="list-style-type: none"> Epson 003 Ink bottle T00V400 Color-Yellow Printer technology: Dye Ink 	100	293.00	29,300.00
LOT 1 TOTAL					158,650.00
LOT 2	INK, BROTHER T520W, BTD60, BLACK	<ul style="list-style-type: none"> Brother Ink DCP-T520W Color: Black 108 ml per bottle (minimum) 	500	415.00	207,500.00
	INK, BROTHER T520W, BT5000, CYAN	<ul style="list-style-type: none"> Brother Ink DCP-T520W Color: Cyan 48ml per bottle (minimum) 	200	415.00	83,000.00
	INK, BROTHER T520W, BT5000, MAGENTA	<ul style="list-style-type: none"> Brother Ink DCP-T520W Color: Magenta 48 ml per bottle (minimum) 	200	415.00	83,000.00
	INK, BROTHER T520W, BT5000, YELLOW	<ul style="list-style-type: none"> Brother Ink DCP-T520W Color: Yellow 48 ml per bottle (minimum) 	200	415.00	83,000.00
LOT 2 TOTAL					456,500.00
GRAND TOTAL					₱ 615,150.00

Notes:

- Supplier may quote on 1 lot or all lots.
- Project shall be awarded to the Supplier with the lowest total offer per lot subject to the condition that the offer amount shall not exceed the set ABC per item.
- The Brand and Model (if applicable), Technical Specifications, Unit Cost, Total Cost (per item), and Lot Cost should be indicated in the proposal/quotation for evaluation of compliance with the DBP technical specifications.

III. Conditions of the Contract:

- The Winning Supplier shall ensure that the items delivered are in accordance with the technical specifications required by the DBP. DBP has the right to reject delivery if items delivered are defective and not in accordance with the required technical specifications/sample.
- The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.

CONFORME:

Company Name

Name & Signature

Date

3. The ink bottles to be delivered shall have at least **one (1) year shelf life** from the delivery date to DBP.
4. **Delivery Period:** Delivery within ninety (90) calendar days after receipt of Notice to Proceed (NTP).
5. **Warranty:** Manufacturing defects shall be replaced by the Supplier and a warranty security shall be required from the 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.
6. **Point of Delivery:** DBP Head Office 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.
7. Interested Supplier/s must submit all of the following:
 - a) Proposal/Quotation;
 - b) 2025 Mayor's/Business Permit (BP);
 - c) Omnibus Sworn Statement;
 - d) Secretary's Certificate (for supplier under partnership/corporation);
 - e) Signed Data Privacy Consent Form;
 - f) Proof of PhilGEPS Registration;
 - g) VAT Returns for the last six (6) months;
 - h) Current and valid certificate of resellership or distributorship issued by the manufacturer (Epson/Brother). If the supplier is not a direct partner/ reseller/ distributor of the manufacturing company, the supplier must submit a corresponding certificate linking them to the manufacturing company of the brand being offered; and
 - i) Certificate of brand authenticity issued to the supplier by the manufacturer or authorized distributor of Epson/Brother. If the supplier is not an authorized distributor, the supplier must submit a corresponding certificate linking them to the manufacturer of Epson/Brother.

IV. Payment:

1. Payment shall be processed after completion of delivery subject to complete documents for payment such as Billing Statement, Statement of Account, and Sales Invoice, as applicable.
2. 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.

Prepared by:

SIGNED

AM MARIVIC M. AQUINO

Acting Head, PIMD-IMU, Warehouse VisMin

Recommended by:

SIGNED

AVP EMMA O. PEDREZUELA

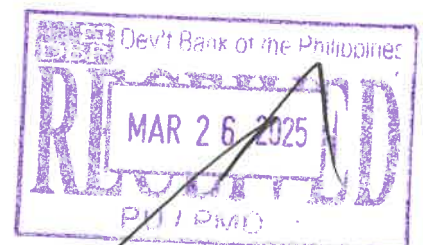
Head, PIMD-IMU

Approved by:

SIGNED

VP FE B. DELA CRUZ

Head, PIMD



CONFORME:

Company Name

Name & Signature

Date