



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of T-Shirt, Round Neck, Per Approved Design/Specifications

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-25-00094
Date of Posting/Canvass : 03/19/2025
Deadline of Submission : 03/25/2025 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 949,975.00 (P240.50/pc x 3,950 pcs)

Kindly refer to the attached Terms of Reference for details and other conditions.

Please be guided by the following:

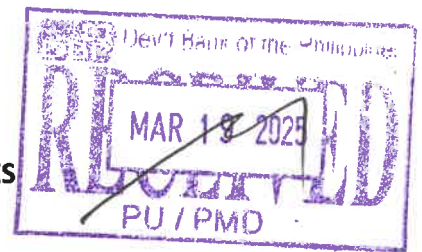
1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive 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;
- Copy of DTI or SEC registration (must be in the manufacturing business for at least 3 years)
- Notarized Omnibus Sworn Statement;
- Secretary's Certificate for suppliers under Partnership/Corporation;
- Latest Income Tax Return;
- Privacy Consent Form;
- One (1) Actual sample / prototype T-shirt per approved specifications/design provided by DBP

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

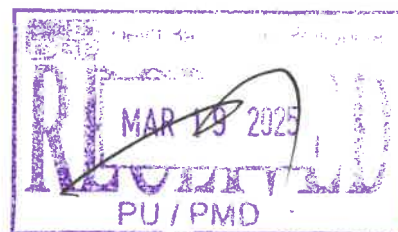


Conforme: _____
Signature over Printed Name

**DEVELOPMENT BANK OF THE PHILIPPINES
TERMS OF REFERENCE**

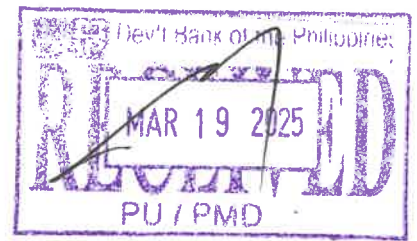
Event/Purpose	Advocacy T-Shirt for the 2025 National Women's Month
Approved Budget for Contract	P949,975.00 equivalent to P240.50 per piece (VAT inclusive and other applicable charges)
Quantity	3,950 pcs
Contact Person	Arlene Guevara-Masangcay (02) 818-9511 local 2510/2509 email address: agmasangcay@dbp.ph
CRITERIA	DESCRIPTION
1. PRICE	1.1. Must be within or lower than the approved budget 1.2. Comparable with prevailing market rates
2. TECHNICAL REQUIREMENTS	Please see attached Annex A
3. CONDITIONS OF THE CONTRACT	<p>3.1 The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP.</p> <p>3.2 Random inspection on the delivered T-shirts shall be conducted by DBP's Receiving Unit in coordination with the Employee Relations Department (ERD) prior to acceptance to ensure that the items are free from manufacturing defects and in accordance with the required specifications. DBP has the right to reject delivery if items delivered are found to be defective and not in accordance with the above specifications.</p> <p>3.3 The supplier must undertake the following:</p> <ul style="list-style-type: none"> • Must submit at least one (1) actual sample/prototype T-shirt of any size upon submission of quotation. Cost to be incurred shall be borne by the supplier. • Each T-Shirt shall be individually packed. <p>3.4 A representative from ERD shall wash the submitted prototype to ensure that the fabric does not shrink or bleed.</p> <p>3.5 The design shall be the exclusive property of the Development Bank of the Philippines.</p> <p>3.6 The supplier shall provide the product which are packaged in recyclable material.</p> <p>3.7 DBP may terminate/cancel the Purchase Order (PO) if the supplier fails to deliver, perform and comply with its obligations.</p>
4. DELIVERY	<p>4.1 Manner of Delivery: T-shirts must be packed per Business Unit/Sector by the supplier and shall be subject to inspection within a period of five (5) working days by the said receiving section in coordination with the Employee Relations Department to check compliance with the specifications. List shall be provided to the supplier by the Employee Relations Department.</p> <p>4.2 Delivery Period: The supplier shall deliver the items within thirty (30) calendar days after the receipt of the Notice to Proceed (NTP).</p> <p>4.3 Time : 8:00 am to 4:00 pm on or before the set delivery date.</p> <p>4.4 Point of Delivery: DBP Head Office Building, Basement, Receiving Section of the Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat cor. Makati Ave., Makati City</p> <p>4.5 Authorized representatives of the respective Business Unit/Sector may conduct final inspection of the items.</p>
5. Warranty	<p>5.1 Warranty: At least three (3) months after acceptance by DBP of delivered items.</p> <p>5.2 The obligation of the warranty shall be covered by a retention money equivalent to one percent (1%) of the total contract price and shall only be released after three (3) months after issuance of Certificate of Completion/Acceptance. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.</p>

	5.3 DBP shall promptly notify the supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the supplier shall, within the period of ten (10) calendar days and with all reasonable speed, replace the defective items thereof, without cost to the Bank.
6. DOCUMENTARY REQUIREMENTS	6.1 Proof of PhilGeps Registration 6.2 Copy of DTI or SEC registration (Must be in the manufacturing business for at least 3 years) 6.3 Current and valid Mayor's/Business Permit 6.4 Notarized Omnibus Sworn Statement 6.5 Secretary's Certificate for supplier's under Partnership/Corporation 6.6 Latest Income /Business Tax Return 6.7 Proposal/Quotation 6.8 Data Privacy Consent Form
7. OTHER CONDITIONS	7.1 Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with the set requirements. 7.2 Payment shall be processed after the completion of delivery and subject to the submission of complete documents for payment such as Updated and Valid Tax Clearance, Billing Statement or Statement of Account. 7.3 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, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.
Recommending Approval: SIGNED SM ARLENE GUEVARA-MASANGCAY Acting Head, Employee Engagement Unit (Per Group Order No. 3458 dated November 12, 2024)	Approved by: SIGNED VP HEIDI G. MACASAET Officer-in-Charge, Employee Relations Department (ERD) (Per Group Order No. 3458 dated November 12, 2024)



Conforme: _____
 Signature over Printed Name

Advocacy T-Shirt for the 2025 National Women's Month



DEVELOPMENT BANK OF THE PHILIPPINES
TECHNICAL SPECIFICATIONS
Procurement of T-Shirt for the 2025 National Women's Month

Specifications																																					
ITEM : T-shirts QUANTITY: 3,950 pcs DESCRIPTION: <ul style="list-style-type: none"> a. Fabric : Cotton polyester, non-shrinkage and non-bleeding b. Color : Violet - Pantone 2577 C c. Unisex, short sleeves, round neck T-shirt, assorted sizes (XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL, 7XL) 																																					
DESIGN: <ul style="list-style-type: none"> a. Front - 2025 National Women's Month design (Annex B) Back - DBP, Bagong Pilipinas & 2025 Philippine Wome (Annex C) b. Print : Direct to film (dtf) 																																					
SIZES: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="text-align: center;">T-shirt Size</th> <th colspan="2" style="text-align: center;">Dimension (in inches)</th> </tr> <tr> <th style="text-align: center;">Width (both sides of armpits through the chest)</th> <th style="text-align: center;">Length (from the nape of the neck to the bottom of the shirt)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">XS</td><td style="text-align: center;">18</td><td style="text-align: center;">25</td></tr> <tr><td style="text-align: center;">S</td><td style="text-align: center;">19</td><td style="text-align: center;">26</td></tr> <tr><td style="text-align: center;">M</td><td style="text-align: center;">20</td><td style="text-align: center;">27</td></tr> <tr><td style="text-align: center;">L</td><td style="text-align: center;">21</td><td style="text-align: center;">28</td></tr> <tr><td style="text-align: center;">XL</td><td style="text-align: center;">22</td><td style="text-align: center;">29</td></tr> <tr><td style="text-align: center;">2XL</td><td style="text-align: center;">23</td><td style="text-align: center;">30</td></tr> <tr><td style="text-align: center;">3XL</td><td style="text-align: center;">24</td><td style="text-align: center;">31</td></tr> <tr><td style="text-align: center;">4XL</td><td style="text-align: center;">25</td><td style="text-align: center;">32</td></tr> <tr><td style="text-align: center;">5XL</td><td style="text-align: center;">26</td><td style="text-align: center;">32</td></tr> <tr><td style="text-align: center;">7XL</td><td style="text-align: center;">28</td><td style="text-align: center;">33</td></tr> </tbody> </table> <p style="margin-top: 5px;">(With allowable deviation of up to +/-0.5" and size distribution.)</p>			T-shirt Size	Dimension (in inches)		Width (both sides of armpits through the chest)	Length (from the nape of the neck to the bottom of the shirt)	XS	18	25	S	19	26	M	20	27	L	21	28	XL	22	29	2XL	23	30	3XL	24	31	4XL	25	32	5XL	26	32	7XL	28	33
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Recommended By:

SIGNED

SM ARLENE GUEVARA-MASANGCAY
Acting Head
Employee Engagement Unit

Approved By:

SIGNED

VP HEIDI G. MACASAET
Officer-In-Charge
Employee Relations Department

Conforme: _____
Signature over Printed Name

Women and Everyone (WE) for Gender Equality and Inclusive Society
T-shirt design

Front



Conforme: _____
Signature over Printed Name

Women and Everyone (WE) for Gender Equality and Inclusive Society
T-shirt design

Front (Mock up)



Conforme: _____
Signature over Printed Name

Women and Everyone (WE) for Gender Equality and Inclusive Society
T-shirt design

Back



Conforme: _____
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Women and Everyone (WE) for Gender Equality and Inclusive Society
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Back (Mock up)



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