



**REQUEST FOR QUOTATION (RFQ)**

**Supply & Delivery of Executive and Laptop Bags**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CAD-25-00399  
Date of Posting/Canvass : 07/30/2025  
Deadline of Submission : 08/05/2025 (10:00 AM)  
Approved Budget for the Contract (ABC) : Php 599,950.00

Item	Quantity	Unit Cost	Total Cost
Executive Bag, Per Terms of Reference	60 PCS	5,000.00	150,000.00
Bag for Laptop, Per Specifications	70 PCS	4,285.00	21,000.00
<b>Grand Total</b>			<b>₱599,950.00</b>
<i>Note: To be procured as One (1) Lot. Project shall be awarded to the Supplier with the lowest total offer subject to the condition that the offer amount shall not exceed the set ABC per item.</i>			

**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;
- 2025 Mayor's/Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate (for suppliers under partnership/corporation);
- Latest Income Tax Returns (ITR)
- Signed DBP Data Privacy Consent Form;
- At least one sample each Executive Bag (zipper type) and Laptop Bag (flap type) for evaluation

Note: The samples to be submitted must be compliant with the required specifications and must be the same as the sample presented by DBP. The samples of the supplier must be submitted within fifteen (15) calendar days from the last posting day of the project at the PhilGEPS website. –

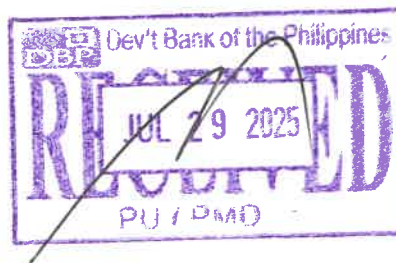
***Last day of submission of samples is on August 19, 2025.***

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**



DEVELOPMENT BANK OF THE PHILIPPINES  
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 EXECUTIVE AND LAPTOP BAGS (To be procured as 1 Lot)

- I. Approved Budget for the Contract (ABC) : P599,950.00  
(Inclusive of VAT/applicable taxes and other charges)

Description	Quantity (in pieces)	Approved ABC	
		Per Piece	Total
Executive Bag Bag No. 1 (Zipper Type)	60 pieces	P5,000.00	P300,000.00
Laptop Bag Bag No. 2 (Flap Type)	70 pieces	P4,285.00	P299,950.00
<b>Total</b>			<b>P599,950.00</b>

### II. Technical Specifications

Executive Bag – Zipper Type	
Materials	Genuine cow leather, metal zipper, metal slider, square ring, d-ring, roller buckles, metal hook, cotton twill lining
Dimension	At least 16 inches (Length) At least 12 inches (Height) At least 3.5 inches (Width)
Handle	At least 18 inches (Length)
Shoulder Strap	At least 40 inches (Length) At least 1 inch (Width)
Color	Bag - Brown Lining - Brown Metal Zipper – Brown Brass Metal Slider – Antique Brass Square Ring - Brass D-Ring - Brass Metal Hook- Brass Royal Buckle - Brass
DBP Logo Size	1 inch proportionate (To be placed on the upper center of the front pocket of the bag) (Soft copy to be provided by DBP)
Mode of Logo Application	Embossed
Packaging	Individual black dust bag to fit the item

Conforme: \_\_\_\_\_  
Signature over Printed Name/Date



(02) 8818-9511



info@dbp.ph

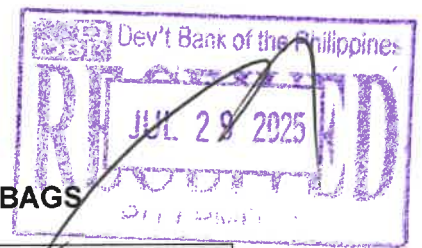


www.dbp.ph



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

**TERMS OF REFERENCE**  
**SUPPLY AND DELIVERY OF EXECUTIVE AND LAPTOP BAGS**



<b>Laptop Bag (Flap Type)</b>	
Materials	Genuine cow leather, metal zipper, metal slider, roller buckles, cotton twill lining
Dimension	At least 16.5 inches (Length) At least 12 inches (Height) At least 3 inches (Width)
Handle	At least 11.25 inches (Length)
Shoulder Strap	At least 50 inches (Length) At least 1 inch (Width)
Color	Bag - Black Lining - Black Metal Zipper – Black Brass Metal Slider – Antique Brass Roller Buckle - Brass
DBP Logo Size	1 inch proportionate (to be placed at the upper center of the front pocket of the bag) (Soft copy to be provided by DBP)
Mode of Logo Application	Embossed
Packaging	Individual black dust bag to fit the item

Note: To be procured as one (1) Lot. Project shall be awarded to the Supplier with the lowest total offer, subject to the condition that the offer amount shall not exceed the set ABC per item.

1. Please see attached image of the item in **Annex A**.
2. Prospective suppliers may inspect the Executive Bag and Laptop Bag 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.

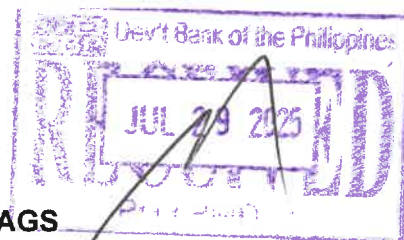
**III. Project Completion and Delivery Details:**

1. The winning supplier shall be responsible for the packing of the items and their delivery.
2. Delivery Site:  
DBP Receiving Section – Inventory Management Unit-Procurement & Inventory Management Department (IMU-PIMD), DBP Head Office Building, Sen. Gil Puyat Ave., corner Makati Avenue, Makati City
3. Delivery of items must be completed within sixty (60) calendar days after receipt of Notice to Proceed (NTP).
4. Shipping cost and insurance for all items must be shouldered by the winning supplier.

**IV. Payment Terms:**

1. No downpayment. Payment shall be processed after completion of delivery. The following documents must be submitted to the DBP H.O. Receiving and Section of IMU-PIMD:
  - a. Billing Statement/Statement of Account, as applicable
  - b. Delivery Receipt (DRs) duly acknowledged by concerned business unit
  - c. Invoice
  - d. Certificate of Completion/Acceptance to be issued by DBP

Conforme: \_\_\_\_\_  
Signature over Printed Name/Date



**TERMS OF REFERENCE  
SUPPLY AND DELIVERY OF EXECUTIVE AND LAPTOP BAGS**

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. 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.

**V. 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 2025 Mayor's/Business Permit
3. Proof of PhilGEPS Registration
4. Omnibus Sworn Statements (and Secretary's Certificate – as applicable)
5. Valid/Latest Business Tax Returns (ITR)
6. Signed DBP Data Privacy Consent Form
7. At least one sample each Executive Bag (zipper type) and Laptop Bag (flap type) for evaluation

Note: The samples to be submitted must be compliant with the required specifications and must be the same as the sample presented by DBP. The samples of the supplier must be submitted within fifteen (15) calendar days from the last posting day of the project at the PhilGEPS website.

**VI. 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.

**VII. 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 are found to be defective and not in accordance with to the required specifications/sample.
2. DBP may terminate/cancel the Purchase Order if 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 manufacturing defects shall be rejected. The defective item 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.

Conforme: \_\_\_\_\_  
Signature over Printed Name/Date

**TERMS OF REFERENCE  
SUPPLY AND DELIVERY OF EXECUTIVE AND LAPTOP BAGS**

Recommended by:

SIGNED

**SM Liina Maria C. Reyno**

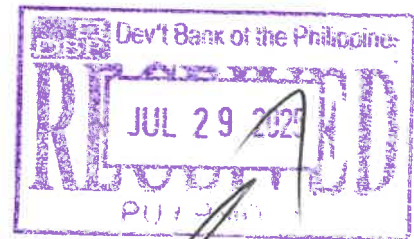
Head, Events Unit – Corporate Affairs Department

Approved by:

SIGNED

**FVP Zandro Carlos P. Sison**

Head, Corporate Affairs Department



Conforme: \_\_\_\_\_  
Signature over Printed Name/Date



## **Annex A.**

### **Executive Bag - Zipper Type**



### **Laptop Bag - Flap Type**



#### **Note:**

**Prospective suppliers may inspect the sample Executive Bag (Zipper Type) and Laptop Bag (Flap Type) at the Corporate Affairs Department, DBP Head Office. Contact persons: AM Neil B. Diaz and Joanna Camille S. Santiago. Tel. No: 8-8189511 Local 6136**

Conforme: \_\_\_\_\_  
Signature over Printed Name/Date



<b>Name of Project</b>	
------------------------	--

I, \_\_\_\_\_, (Address) \_\_\_\_\_,  
(Contact Number) \_\_\_\_\_, (Email Address) \_\_\_\_\_ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**<sup>1</sup> and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

**ADDITIONAL INFORMATION**

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: [info@dbp.ph](mailto:info@dbp.ph).

<sup>1</sup>**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.