



REQUEST FOR QUOTATION (RFQ)

Supply & Delivery of Tea Sets

Procuring Entity : DBP Head Office
Solicitation Number : P-OH~BBS-25-00303
Date of Posting/Canvass : 07/17/2025
Deadline of Submission : 07/23/2025 (9:00 AM)
Approved Budget for the Contract (ABC) : Php 1,456,000.00

Item	Quantity	Unit Cost	Total Cost
12-Piece Tea Set (6 pcs coffee cup / 6 pcs coffee saucer)	50 Sets	4,300.00	215,000.00
8-Piece Tea Set (4 pcs coffee cup / 4 pcs coffee saucer)	425 Sets	2,920.00	1,241,000.00
<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>		TOTAL	1,456,000.00

Kindly refer to the attached Technical Specifications 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:

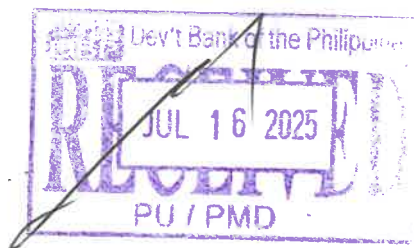
- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- 2025 Mayor's/Business Permit;
- Notarized Omnibus Sworn Statement;
- Secretary's Certificate for suppliers under Partnership/Corporation;
- Income/ Business Tax Return;
- Signed DBP Data Privacy Consent Form;
- ***Maximum of two (2) pieces of cups and two (2) pieces of saucers for evaluation – to be submitted within 30 calendar days from the last day of posting day of the project at the PhilGEPS website.-
Submission of samples on or before August 21,2025***

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 TEA SET (COFFEE CUP AND COFFEE SAUCER)

I. **Approved Budget for the Contract (ABC): ₱1,456,000.00** (inclusive of VAT/applicable taxes & other charges).

II. **Quantity:**

Qty.	Item	Unit Cost	Total Cost
50-sets	12-pc Tea Set (6 pcs. coffee cup and 6 pcs. coffee saucer)	4,300.00	₱ 215,000.00
425-sets	8-pc Tea Set (4 pcs. coffee cup and 4 pcs. coffee saucer)	2,920.00	1,241,000.00
	Total		₱ 1,456,000.00

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/set.

III. **Technical Specifications:**

Material	Fine China in High-grade Porcelain (with Certification to prove that material is 100% porcelain)	
Capacity/Dimension:	Cup: Capacity: not more than 230ml. Diameter : 90-92mm Height : 77-80 mm Length :109-112 mm	Saucer: Diameter: 150-152 mm Height : 20-22 mm
Color	white with real gold lining (with Certification to prove the color & material used for the lining), imprinted with DBP Logo on both items	
Packaging	Safety packaging to avoid breakage (i.e. bubble wrap and/or carton inserts in between items.)	
Design	Please see attached Annex A.	

IV. **Completion and Delivery Details:**

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 the required specifications/samples.
2. The DBP may terminate/cancel the Purchase Order (PO) when the supplier fails to deliver, perform and comply with its obligations.
3. The winning supplier shall be responsible for the packing of the items and their delivery.

Conforme: _____
Signature over Printed Name



(02) 8818-9511



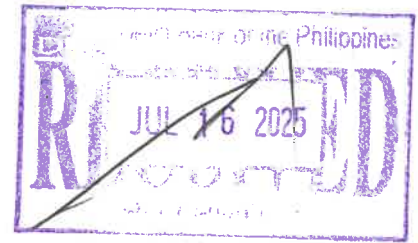
info@dbp.ph



www.dbp.ph



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



**TERMS OF REFERENCE
SUPPLY AND DELIVERY OF TEA SET (COFFEE CUP AND COFFEE SAUCER)**

4. Delivery Site/s:

DBP Receiving Section – Inventory Management Unit – Procurement & Inventory Management Unit Management Department, DBP Head Office, Sen. Gil Puyat Ave., corner Makati Avenue, Makati City.

5. Delivery Period: The Supplier shall deliver the items within one hundred fifty (150) calendar days after the receipt of Notice to Proceed (NTP).

Delivery time: 9:00 – 11:00 am and 1:00-3:00 pm; Monday to Friday

6. Shipping cost and insurance for all items must be shouldered by the winning supplier.

V. Warranty:

Three (3) months from date of acceptance by the End-user, in the form of retention money amounting to 1% of the total contract price, which shall be released to the awardee after the warranty period.

VI. 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 Head Office (H.O.), Receiving Section of Inventory Management Unit-PIMD:
 - a. Billing Statement/Statement of Account, if applicable
 - b. Delivery Receipts (DRs) duly acknowledged
 - c. Invoice
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 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.

The Office of the Head-BBS shall accomplish the Certificate of Completion once it receives the documents listed above from the Receiving Section – IMU-PIMD.

VII. Requirements for Submission of Proposal:

- ✓ 1. Proposal/Quotation (must reflect the unit cost per set and the total cost, inclusive of taxes).
- ✓ 2. Proof of PhilGEPS Registration
- ✓ 3. 2025 Mayor's/Business Permit
- ✓ 4. Omnibus Sworn Statement (and Secretary's Certificate – as applicable)
- ✓ 5. Latest Income/Business Tax Return
- ✓ 6. Signed DBP Data Privacy Consent Form
- ✓ 7. Maximum of two (2) pieces of cups and two (2) pieces of saucers for evaluation.

Conforme: _____
Signature over Printed Name

TERMS OF REFERENCE
SUPPLY AND DELIVERY OF TEA SET (COFFEE CUP AND COFFEE SAUCER)

Note: The sample to be submitted must be compliant with the required specifications and match the mock-up exactly (see Annex A). **The sample of the supplier must be submitted within thirty (30) calendar days from the last posting day of the project at the PhilGEPS website.**

VIII. 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 Office of the Head-BBS.
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.

IX. 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 were 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 DBP Head Office will be done by the Office of the Head-BBS 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 item must be replaced by the supplier within (15) calendar days upon receipt of notice from the OH-BBS without additional cost to the Bank.

Recommended by:

SIGNED

SAVP ARLENE C. CALIMLIM

Head, Branch Banking Support Department



Approved by:

SIGNED


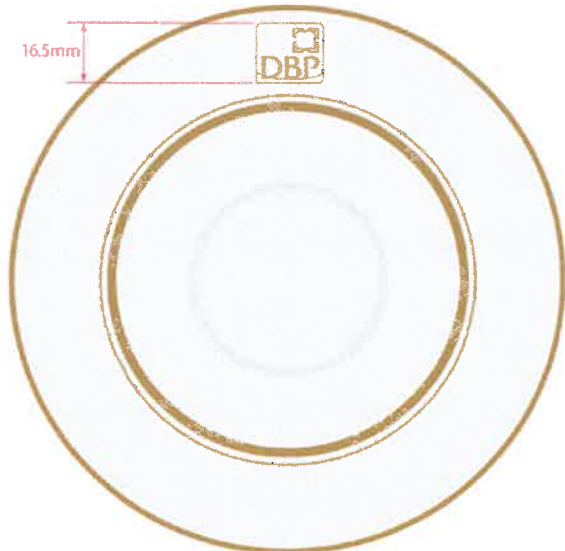
SVP CAROLYN I. OLFINDO

Acting Head, Branch Banking Sector

Conforme: _____
Signature over Printed Name

TERMS OF REFERENCE
SUPPLY AND DELIVERY OF TEA SET (COFFEE CUP AND COFFEE SAUCER)

MOCK-UP

	
<p>Color white with gold lining, with DBP logo Capacity: not more than 230 ml. Diameter : 90-92mm Height : 77-80 mm Length : 109-112 mm</p>	<p>Color white with gold lining; with DBP logo Diameter: 150-152 mm Height : 20-22 mm</p>

Conforme: _____
Signature over Printed Name



Name of Project	
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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**¹ 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.

¹**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.

Omnibus Sworn Statement

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided

therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the**

public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this __ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon.

Witness my hand and seal this __ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____, *[date issued]*, *[place issued]*

IBP No. _____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____