



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Wallet, Per Specifications

Procuring Entity : DBP Head Office
Solicitation Number : P-CAD-25-00364
Date of Posting/Canvass : 07/10/2025
Deadline of Submission : 07/16/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : Php425,000.00 (Php 425.00/pc x 1,000 pcs)

Kindly refer to the attached Technical Specifications for details and other conditions.

Please be guided by the following:

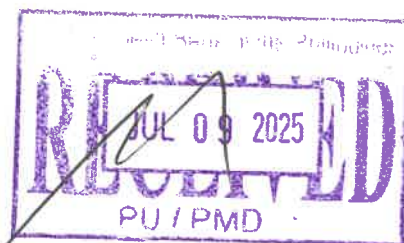
1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive 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;
- Omnibus Sworn Statement;
- Secretary's Certificate for suppliers under Partnership/Corporation;
- Signed DBP Privacy Consent Form; and
- At least one (1) sample of wallet for evaluation
- ***Note: 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. (30 July 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

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF WALLET, PER SPECIFICATIONS

I. Approved Budget for the Contract (ABC): P425,000.00 or P425.00 per piece (Inclusive of VAT/applicable taxes and other charges)

II. Quantity: 1,000 pieces

III. Technical Specifications

Material	Vegan Leather
Style	Top zipper Card case at the back - At least 10cm (W) x 6cm (H)
Size	At least 20cm (W) x 12cm (H)
Color	Black
DBP Logo Size	At least 1in (Height) x 0.9in (Width)
Logo Application	Debossed on Top Center
Packaging	Individual white box with DBP Logo to fit wallet Logo Size: At least 1in (Height) x 0.9in (Width)

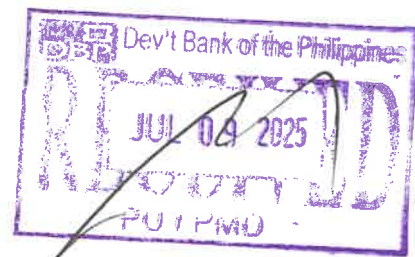
1. Please see attached image of the item in **Annex A**.
2. Prospective suppliers may inspect the sample of the wallet at the Corporate Affairs Department, G/Floor, DBP Head Office. Contact persons: SM Lina Maria C. Reyno and Joanna Camille S. Santiago, Tel. No. 8 818-9511 loc. 6136.

IV. Project Completion and Delivery Details:

1. The winning supplier shall be responsible for the packing of the items and their delivery.
2. Delivery Sites (Annex B):
 - a. DBP Receiving Section - Inventory Management Unit-Procurement & Inventory Management Department, DBP Head Office, Sen. Gil Puyat Ave., corner Makati Avenue, Makati City
 - b. Five (5) Provincial Lending Groups (PLGs)
 - c. Ten (10) Branch Banking Groups (BBGs)
3. Details of the required quantity per delivery site are attached as Annex B which may be subject to change.
4. Delivery of items intended for Head Office business units shall be received by the Receiving Section of the Inventory Management Unit - Procurement and Inventory Management Department (IMU-PIMD).
5. The final quantity of items allocated to business units identified as delivery points shall be advised within ten (10) calendar days after issuance of the Notice to Proceed
6. The winning supplier must provide delivery receipts (DRs) to all delivery sites indicating the quantity of delivered wallet. It is also the responsibility of the winning supplier to collect the signed DRs from the business units.

Conforme: _____
Signature over Printed Name

**TERMS OF REFERENCE FOR THE SUPPLY AND
DELIVERY OF WALLET, PER SPECIFICATIONS**



7. Delivery of items must be completed within sixty (60) calendar days after the receipt of Notice to Proceed.
8. Shipping cost and insurance for all items must be shouldered by the winning supplier.

V. Payment Terms:

1. No downpayment. Payment shall be processed after completion of delivery.
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. Delivery Receipts (DRs) duly acknowledged by various business units
 - c. Invoice
 - d. Certificate of Completion to be issued by DBP
2. **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.

NOTE: The Corporate Affairs Department (CAD) shall coordinate with concerned business units for the accomplishment of Certificate of Completion once it receives the documents listed above from the Receiving Section – IMU-PIMD.

VI. 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 number
4. Omnibus Sworn Statements (and Secretary's Certificate – as applicable).
5. Signed DBP Data Privacy Consent Form
6. At least one (1) sample of wallet for evaluation.

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

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/sample.
2. DBP may terminate/cancel the Purchase Order if the Supplier fails to deliver, perform and comply with its obligation.

Conforme: _____
Signature over Printed Name

**TERMS OF REFERENCE FOR THE SUPPLY AND
DELIVERY OF WALLET, PER SPECIFICATIONS**

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 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.

Recommended by:

Approved by:

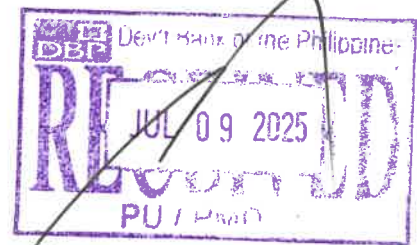
SIGNED

SIGNED

SM Lina Maria C Reyno
Head, Events Unit
Corporate Affairs Department

FVP Zandro Carlos P Sison
Head, Corporate Affairs Department and
Chairperson, Technical Working Group

Conforme: _____
Signature over Printed Name



TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF WALLET, PER SPECIFICATIONS

Annex A



Note:

Prospective suppliers may inspect the sample of the wallet 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.



Conforme: _____
Signature over Printed Name

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF WALLET, PER SPECIFICATIONS

Annex B – Distribution Details

2025 DBP Corporate Giveaways Distribution Table			10
Business Units	Address	Wallet	
Head Office-based Business Units	DBP Receiving Section – Inventory and Management Unit, DBP Head Office, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City	88186511 Local 2018	390
UPDATED DISTRIBUTION TABLE FOR BUSINESS UNITS UNDER THE BRANCH BANKING			
Branch Banking Groups	Contact Person	Mobile No.	
Metro Manila	BBG Metro Manila DBP Bldg., Commonwealth Ave. Diliman, Quezon City PHONE (632) 920-4781, 920-4715/920-4909, 920-4902, 920-4889, 920-4918, 920-4717/ FAX (632) 920-4776, 920-4903 E-MAIL: mmc-mm1@dbp.ph	VP LEA R. SANTOS - 0917-1795077	77
Northern Luzon	BBG Northern Luzon Session Road cor. Perfecto St., Baguio City PHONE (078) 624-0877, 622-2273/FAX (078) 622-2273, 622-2272 E-MAIL: mmc-nel@dbp.ph	FVP MARIA DOLORES C. GUEVARA - 0917-563-5114	68
Central Luzon	BBG Central Luzon 2/F Dona Isa Fel Bldg. Dolores McArthur Highway City of San Fernando, Pampanga PHONE (045) 961-0003, 961-4782, 961-5674/FAX (045) 963-1231 E-MAIL: mmc-cl@dbp.ph	FVP Francis Thaddeus L. Rivera 0917 580 7128	45
Southern Luzon	BBG Southern Luzon 2nd Flr. DBP Bldg. Merchán St., Lucena City, Quezon PHONE (042) 373-1917, 373-4404, 373-4274/FAX (042) 373-4404; 373-4274 E-MAIL: mmc-sl@dbp.ph	VP JOEL G. JALBUENA - 0917-559-8813	50
Bicol	BBG Bicol 2nd Floor DBP Naga Branch Bldg. Panganiban Drive Naga City, Camarines Sur PHONE (054) 472-4726, 472-4729/FAX (054) 472-472 E-MAIL: mmc-bicol@dbp.ph	VP RODERICK P. BARBADO - 0917-538-4180	36
Central and Eastern Visayas	BBG Central & Eastern Visayas Mezzanine Floor, DBP Bldg., Osmeña Blvd. Cebu City PHONE (032) 255-6310, 255-7410, 255-6318/FAX (032) 253-6951 E-MAIL: mmc-cv@dbp.ph HEAD: Fernando G. Lagaitik	VP HELBERT ANTOINE A. ACHAY - 0917-557-7444	63
Western Visayas	BBG Western Visayas DBP Bldg. Cor. South Capitol Road and Lacson Sts., Bacolod City PHONE (034) 434-9378, 433-4284, 709-6094/FAX (034) 434-9377 E-MAIL: mmc-negros@dbp.ph	FVP ROSEMARIE C. CALLANTA - 0917-5718420	50
Northern Mindanao	BBG Northern Mindanao 3rd Floor DBP Bldg. Cortales Ave. cor. Tirso Neri St. Cagayan de Oro City PHONE (08822) 722-648, 722-646, 723-783, (088) 231-4266, 308-4049/FAX (088) 723-316 E-MAIL: mmc-odo@dbp.ph	VP MARY JOYCE B. SALGADOS - 0917-5627939	63
Southern Mindanao	BBG Southern Mindanao Roxas Ave., General Santos City, South Cotabato PHONE (083) 552-2328, 552-4514, 301-1688/FAX (083) 301-1688 E-MAIL: mmc-sm@dbp.ph	VP NELITO H. TINGZON - 0917-557-9770	45
Western Mindanao	BBG Western Mindanao Don P. Lorenzo St. (Port Area), Zamboanga City PHONE (062) 992-7365, 991-1316, 992-5619/FAX (062) 991-0359 E-MAIL: mmc-wm@dbp.ph	SAVP ROMEL S. CALAPARDO - 0917-570-4487	36
Sub-Total			533
D DISTRIBUTION TABLE FOR BUSINESS UNITS UNDER THE DEVELOPMENT LENDING			
Provincial Lending Gr	Address	Contact Person	Mobile No.
North & Central Luzon (Malolos)	North & Central Luzon Lending Group Pasiao del Congreso, Brgy. Calmon, Malolos City Tel. No.: (044) 796-0325 Email Address: nc-lg@dbp.ph	SVP Catherine Camarao - 0917-509-0307	16
South Luzon (Lucena)	South Luzon Lending Group G/F DBP Building, Merchán Street, Lucena City Tel. No.: (042) 373-1917 Email Address: sl-lg@dbp.ph	SVP Daniel M. Gonzales - 0917-804-8566	16
Visayas (Cebu)	Visayas Lending Group G/F DBP Building, Osmeña Blvd., Cebu City Tel. No.: (032) 255-6312; 255-6323-24 Email Address: vl-lg@dbp.ph	VP Marissa P. Arino - 0947-991-9087	15
Northern Mindanao (Butuan City)	Northern Mindanao Lending Group J.C. Aquino Avenue cor. J. Rosales Avenue, Butuan City Tel. Nos.: (085) 341-5136 Email Address: nm-lg@dbp.ph	SVP Sisilio S. Narisma - 0917-872-1177	15
Southern & Western Mindanao (Davao City)	Southern & Western Mindanao Lending Group 2/F DBP Bldg., C.M. Recto Avenue, Davao City Tel. Nos.: (082) 222-3477	VP Cliff C. Challo - 0928-500-1421	16
Sub-Total			77

Summary:	
HO BUs	390
BBGs	533
PLGs	77
Grand Total	1,000

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 _____