



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Golf Umbrella

Procuring Entity : DBP Head Office
Solicitation Number : P-CAD-25-00293
Date of Posting/Canvass : 07/02/2025
Deadline of Submission : 07/08/2025 (10:00am)
Approved Budget for the Contract (ABC) : ₱ 625,000.00

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:

- Signed Quotation/Proposal (must reflect the unit cost per piece and the total cost, inclusive of taxes) *[using supplier's letterhead]*;
- Copy of 2025 Mayor's/Business Permit;
- Valid/Latest Income/Business Tax Return (ITR);
- Proof of PhilGEPS Registration;
- Omnibus Sworn Statement (*10 statements*) and Secretary's Certificate – as applicable);
- Signed DBP Data Privacy Consent Form; and
- At least one (1) sample of Golf Umbrella (double canopy) with sleeve/pouch 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

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

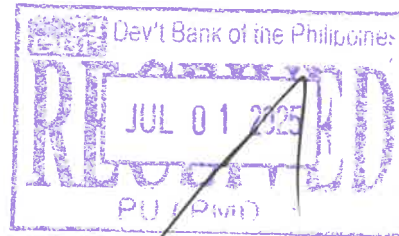
Name of Company/Supplier: _____

Authorized Signatory: _____ Date: _____

Signature over Printed Name



DEVELOPMENT BANK OF THE PHILIPPINES
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 GOLF UMBRELLA

- I. **Approved Budget for the Contract (ABC):** P625,000.00 or P500.00 per piece
(Inclusive of VAT/Applicable taxes and other charges)
- II. **Quantity:** 1,250 pieces
- III. **Technical Specifications**

Double Canopy Golf Umbrella	
Materials	Pongee Fabric (with UV blocker), pongee (with black tipping), foam handle, fiber glass (ribs, frame and pole)
Size Diameter	Umbrella - At least 39.5 inches (from tip to handle) Diameter – At least 59 inches Upper Canopy – At least 13.5 inches Lower Canopy – At least 19.5 inches
Frame	Fiber Glass
Pole/Shaft	Fiber Glass
Ribs	Full Fiber Glass
Panel	8 panels
Handle	Foam handle Open method: automatic open & manual close
Color	Umbrella – Blue Piping - Black Handle – Black Frame, Pole and Ribs – Black Umbrella sleeve – Blue
DBP and Bagong Pilipinas Logo Size	DBP Logo 7.25 inches (Height) x 8.75 inches (Width) Bagong Pilipinas Logo 7.25 inches (Height) x 8 inches (Width)
Mode of printing/ Design Application for logo	Digital printing
Umbrella Sleeve/Pouch	
Material	Pongee Fabric
Size	Sleeve - At least 32 inches (Height) x 8 inches (Width) Handle – At least 30 inches (Height) x 0.75 inch (Width)
Color Blue	Sleeve – Blue Handle - Blue

CONFORME:

Company Name

Name & Signature

Date

TOR SUPPLY AND DELIVERY OF GOLF UMBRELLA | Page 1 of 8



(02) 8818-9511



info@dbp.ph

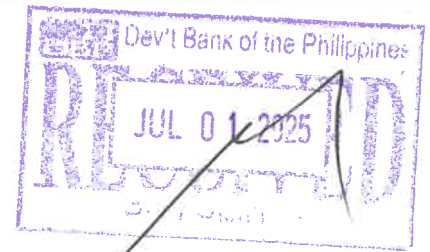


www.dbp.ph



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

for



Packaging	Clear individual plastic to fit the golf umbrella with sleeve/pouch and handle
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1. Please see attached image of the item in **Annex A**.
2. Prospective suppliers may inspect the sample golf umbrella (double canopy) with sleeve/pouch 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.

IV. Project Completion and Delivery Details:

1. The winning supplier shall be responsible for the undertaking 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 golf umbrellas (double canopy) with sleeve/pouch.. It is also the responsibility of the winning supplier to collect the signed DRs from the business units.
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 to the DBP H.O. Receiving and Section of IMU-PIMD:
 - a. Billing Statement/Statement of account, as applicable
 - b. Delivery Receipts (DRs) duly acknowledged by various business units.
 - c. Invoice
 - d. Certificate of Completion/Acceptance to be issued by DBP
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.

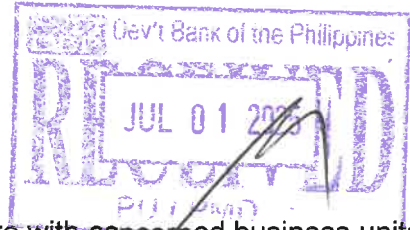
CONFORME:

Company Name

Name & Signature

Date

Handwritten signature in blue ink.



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. Valid/Latest Income/Business Tax Return (ITR)
4. Proof of PhilGEPS Registration
5. Omnibus Sworn Statements (and Secretary's Certificate – as applicable)
6. Signed DBP Data Privacy Consent Form
7. At least one (1) sample golf umbrella (double canopy) with sleeve/pouch 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.

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 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.
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 15 calendar days upon receipt of notice from the Corporate Affairs Department without additional cost to the Bank.

CONFORME:

Company Name

Name & Signature

Date

2025
M/S

Recommended by:

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

Approved by:

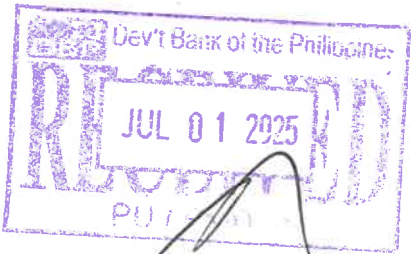
SIGNED
FVP Zandro Carlos P. Sison
Head, Corporate Affairs Department

CONFORME:

Company Name

Name & Signature

Date



Annex A



Note:

Prospective Suppliers may inspect the sample golf umbrella (double canopy) with sleeve/pouch at the Corporate Affairs Department, Ground 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.

CONFORME:

Company Name

Name & Signature

Date

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Annex B

2025 DBP Corporate Giveaways Distribution Table (Subject to Change)

Business Units	Address		Golf Umbrella
Head Office-based Business Units	DBP Receiving Section – Inventory and Management Unit, DBP Head Office, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City	88189511 Local 2018	484
UPDATED DISTRIBUTION TABLE FOR BUSINESS UNITS UNDER THE BRANCH BANKING SECTOR			
Branch Banking Groups		Contact Person/ Mobile No.	Golf Umbrella
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 mmbg@dbp.ph	VP LEA R. SANTOS - 0917-1795077	95
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 nlbg@dbp.ph	FVP MARIA DOLORES C. GUEVARA - 0917-563-5114	87
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 clbg@dbp.ph	FVP Francis Thaddeus L. Rivera - 0917 580 7126	56
Southern Luzon	BBG Southern Luzon 2nd Flr. DBP Bldg. Merchan St., Lucena City, Quezon PHONE (042) 373-0297 E-MAIL slbg@dbp.ph	AVP CHED B. SY (c/o Ryan Carl Barredo - 0917-165-9372)	62

CONFORME:

Company Name

Name & Signature

Date

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Bicol	BBG Bicol 2nd Floor DBP Naga Branch Bldg. Panganiban Drive Naga City, Camarines Sur PHONE (054) 472-4728, 472-4729/FAX (054) 472-472 E-MAIL bbg@dbp.ph	VP NOMERLITO A. JUATCHON (c/o Fame Joy - 0927-865-0471)	45
Central and Eastern Visayas	BBG Central & Eastern Visayas Mezzanine Floor, DBP Bldg., Osmena Blvd. Cebu City PHONE (032) 255-6310, 255-7410, 255-6318/FAX (032) 253-6951 E-MAIL cevbg@dbp.ph	VP HELBERT ANTOINE A. ACHAY - 0917-557-7444	79
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 wvbg@dbp.ph	SAVP RODEL B. BUSTILLO (c/o Atty Gemma P Ocnila - 0917-310-0618)	62
Northern Mindanao	BBG Northern Mindanao 3rd Floor DBP Bldg. Corrales Ave. cor. Tirso Neri St. Cagayan de Oro City PHONE (08822) 722-648, 722-646, 723-783, (088) 231-4266, 309-4049/FAX (088) 723-316 E-MAIL nmbg@dbp.ph	VP MARY JOYCE B. SALGADOS - 0917-5627939	79
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 smbg@dbp.ph	SAVP ELVIE E. ALBANO (c/o Glezie - 0995-148-9964)	56
Western Mindanao	BBG Western Mindanao Don P. Lorenzo St. (Port Area), Zamboanga City PHONE (062) 992-7365, 991-1316, 992-5819/FAX (062) 991-0359 E-MAIL wmbg@dbp.ph	SAVP ROMEL S. CALAPARDO - 0917-570-4487	45
	Sub-Total		666

CONFORME:

Company Name

Name & Signature

Date

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UPDATED DISTRIBUTION TABLE FOR BUSINESS UNITS UNDER THE DEVELOPMENT LENDING SECTOR			
Provincial Lending Groups	Address	Contact Person/ Mobile No.	Golf Umbrella
North & Central Luzon (Malolos)	North & Central Luzon Lending Group 2nd Floor DBP Building, Paseo del Congreso, Barangay Catmon, City of Malolos, Bulacan 3000 Tel. No.: (044) 796-0325 Email Address: nc-lg@dbp.ph	SVP Catherine Camarao - 0917-509-0307	20
South Luzon (Lipa)	South Luzon Lending Group 4th Floor FNR No. 2 C.M. Recto Avenue, Barangay 9, Lipa City, Batangas 4217 Tel. No.: (042) 373-1917 Email Address: sl-lg@dbp.ph	SVP Daniel M. Gonzales - 0917-804-8566	20
Visayas (Cebu)	Visayas Lending Group G/F DBP Building, Osmena Blvd., Cebu City Tel. No.: (032) 255-6312; 255-6323-24 Email Address: v-lg@dbp.ph	VP Marissa P. Anino - 0947-991-9087	20
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 Sisinio S. Narisma - 0917-872-1177	20
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 Email Address: swm-lg@dbp.ph	VP Cliff C. Chatto - 0928-500-1421	20
	Sub-Total		100

Summary:			
HO BUs			484
BBGs			666
PLGs			100
	Grand Total		1,250

CONFORME:

Company Name

Name & Signature

Date



