



**REQUEST FOR QUOTATION (RFQ)**

**Supply and Delivery of Foldable Fan with Pouch**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CAD-25-00431  
Date of Posting/Canvass : 08/29/2025  
Deadline of Submission : 09/03/2025 (10:00 AM)  
Approved Budget for the Contract (ABC) : Php233,200.00 (Php 22.00/pc x 10,600 sets)

**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:**

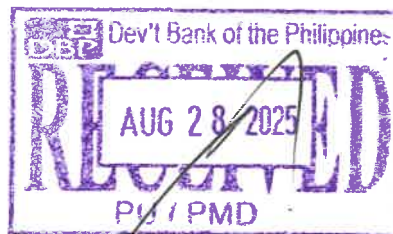
- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- 2025 Mayor's/Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate for suppliers under Partnership/Corporation;
- Signed DBP Privacy Consent Form; and
- At least one (1) actual sample of foldable fan with pouch for evaluation
- ***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. (17 September 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 FOLDABLE FAN WITH POUCH

- I. **Approved Budget for the Contract (ABC):** P233,200.00 or P22.00 per piece  
(Inclusive of VAT, applicable taxes and other charges)
- II. **Quantity:** 10,600 sets
- III. **Technical Specifications**

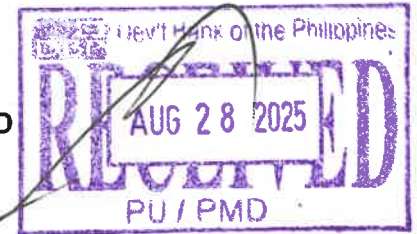
<b>1. Foldable Fan</b>	
Materials	Nylon, wire
Size	At least 9 inches (diameter)
Color	Blue (please see attached photo)
DBP Logo and Bagong Pilipinas Logo (Full Color) <b>Layout: please see Annex A</b>	DBP Logo At least 2.5 inches (Height) x 2.2 inches (Width )  Bagong Pilipinas Logo At least 2.5 inches (Height) x 2.2 inches (Width)
Mode of Printing/Design Application for Logos	Digital printing
<b>2. Pouch</b>	
Material	Nylon
Size	At least 4.5 inches (Diameter) or to fit the fan when folded
Color	Blue
DBP Logo and Bagong Pilipinas Logo <b>Layout: please see Annex A</b>	DBP Logo (Soft copies of the logos to be provided by DBP) At least 2 inches (Height) x 1.8 inches (Width)  Bagong Pilipinas Logo At least 2 inches (Height) x 1.8 inches (Width)
Packaging	Individual clear plastic to fit the item with pouch
Mode of Printing/Design Application for Logos	Digital printing

1. Please see attached image of the item in Annex A.
2. Prospective suppliers may inspect the sample foldable fan with pouch at the Corporate Affairs Department, G/Floor, DBP Head Office. Contact persons: AM Neil B Diaz and Joanna Camille S. Santiago, Tel. No. 8 818-9511 loc. 6136.

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



**TERMS OF REFERENCE FOR THE SUPPLY AND  
DELIVERY OF FOLDABLE FAN WITH POUCH**



**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 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 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

**V. 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 H.O. Receiving and Section of IMU-PIMD:
  - a. Billing Statement/Statement of account
  - b. Delivery Receipts (DRs) duly acknowledged by various business units
  - c. Sales Invoice that indicated that total quantity of items delivered including the corresponding amount DBP has to pay to the supplier.
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/NTP, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

The Corporate Affairs Department (CAD) accomplish the 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
4. Omnibus Sworn Statements (and Secretary's Certificate – as applicable).
5. Signed DBP Data Privacy Consent Form
6. At least one (1) sample fan with pouch 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 required technical specifications.

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

**TERMS OF REFERENCE FOR THE SUPPLY AND  
DELIVERY OF FOLDABLE FAN WITH POUCH**

**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 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 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 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.

Recommended by:

SIGNED

**AM Neil B Diaz**

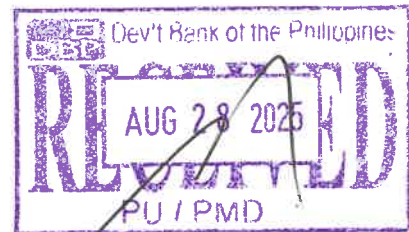
Acting Head, Events Unit  
(per Office Order No. 321 dtd 11 July 2025)  
Corporate Affairs Department

Approved by:

SIGNED

**FVP Zandro Carlos P. Sison**

Head, Corporate Affairs Department



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

TERMS OF REFERENCE FOR THE SUPPLY AND  
DELIVERY OF FOLDABLE FAN WITH POUCH

Annex A

**FOLDABLE FAN**



**FRONT**



**BACK**



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



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**<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.