



REQUEST FOR QUOTATION (RFQ)

Supply & Delivery of Polo Shirts for 2025 Araw ng Kawani Celebration

Procuring Entity : DBP Head Office
Solicitation Number : P-ERD-25-00392
Date of Posting/Canvass : 08/01/2025
Deadline of Submission : 08/08/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : Php 1,800,000.00

Item	Quantity	Unit Cost	Total Cost
Polo Shirt, Per Approved Design/Specifications	3,600 PCS	500.00	1,800,000.00

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:

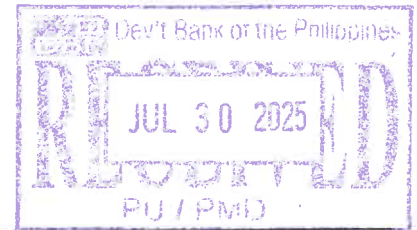
- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- Copy of DTI or SEC Registration (Must be in the manufacturing business for at least 3 years);
- 2025 Mayor's/Business Permit;
- Notarized Omnibus Sworn Statement;
- Secretary's Certificate (for suppliers under partnership/corporation);
- Latest Income Tax Returns (ITR)
- Signed DBP Data Privacy Consent Form;
- At least one sample/prototype polo shirt of any size upon submission of the quotation. Cost to be incurred shall be borne by the supplier.

For submission of proposal and any inquiry, you may contact the following personnel:

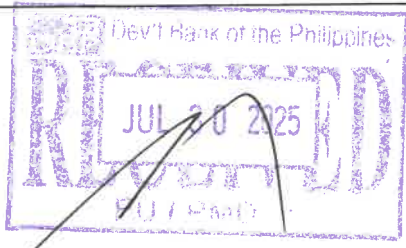
LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604

Conforme: _____
 Signature over Printed Name/Date

**DEVELOPMENT BANK OF THE PHILIPPINES
 TERMS OF REFERENCE**



Event/Purpose	Polo Shirt for 2025 Araw ng Kawani Celebration
Approved Budget for Contract	P1,800,000.00 equivalent to P500 per piece (VAT inclusive and other applicable charges)
Quantity	3,600 pcs
Contact Person	Arlene Guevara-Masangcay (02) 818-9511 local 2510/2509 email address: agmasangcay@dbp.ph
CRITERIA	DESCRIPTION
1. PRICE	1.1. Must be within or lower than the approved budget 1.2. Comparable with prevailing market rates
2. TECHNICAL REQUIREMENTS	Please see attached Annex A
3. CONDITIONS OF THE CONTRACT	3.1 The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. 3.2 Random inspection on the delivered Polo-shirts shall be conducted by DBP's Receiving Section in coordination with the Employee Relations Department (ERD) prior to acceptance to ensure that the items are free from manufacturing defects and in accordance with the required specifications. DBP has the right to reject delivery if items delivered are found to be defective and not in accordance with the above specifications. 3.3 A representative from ERD shall wash the submitted prototype to ensure that the fabric does not shrink or bleed. 3.4 The design shall be the exclusive property of the Development Bank of the Philippines. 3.5 The supplier shall provide the product which are packaged in reusable bag preferably ecobag. 3.6 DBP may terminate/cancel the Purchase Order (PO) if the supplier fails to deliver, perform and comply with its obligations.
4. DELIVERY	4.1 Manner of Delivery: Each polo-Shirt shall be individually packed per Business Unit/Department/Sector by the supplier. 4.2 Delivery Period: The supplier shall deliver the items within thirty (30) calendar days after the receipt of the Notice to Proceed (NTP). 4.3 Time : 8:00 am to 4:00 pm on or before the set delivery date. 4.4 Point of Delivery: DBP Head Office Building, Basement, Receiving Section of the Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat cor. Makati Ave., Makati City
5. Warranty	5.1 Warranty: At least three (3) months after acceptance by DBP of delivered items. 5.2 The obligation of the warranty shall be covered by a retention money equivalent to one percent (1%) of the total contract price and shall only be released after three (3) months after issuance of Certificate of Completion/Acceptance. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met. 5.3 DBP shall promptly notify the supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the supplier shall, within the period of ten (10) calendar days and with all reasonable speed, replace the defective items thereof, without additional cost to the Bank.
6. DOCUMENTARY REQUIREMENTS	6.1 Proposal/Quotation 6.2 Proof of PhilGeps Registration 6.3 Copy of DTI or SEC registration (Must be in the manufacturing business for at least 3 years) 6.4 Current and valid Mayor's/Business Permit

	6.5 Notarized Omnibus Sworn Statement 6.6 Secretary's Certificate for supplier's under Partnership/Corporation 6.7 Latest Income /Business Tax Return 6.8 Signed DBP Data Privacy Consent Form 6.9 Must submit at least one (1) actual sample/prototype polo-shirt of any size upon submission of quotation. Cost to be incurred shall be borne by the supplier.
7. OTHER CONDITIONS	7.1 Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with the set requirements. 7.2 Payment shall be processed after the completion of delivery and subject to the submission of complete documents for payment such as Invoice, Billing Statement or Statement of Account and Certificate of Acceptance/Completion, as applicable. 7.3 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.
8.	8.1 Payment shall be processed after the completion of delivery and subject to the submission of complete documents for payment such as Updated and Valid Tax Clearance, Billing Statement or Statement of Account.
Prepared By: SIGNED AM MARIA NECEL B. FULLIDO Officer-In-Charge, Employee Engagement Unit (Per Department Order No. 17 dated July 21, 2025)	Recommending Approval: SIGNED VP HEIDI G. MACASAET Officer-in-Charge, Employee Relations Department (ERD) (Per Group Order No. 3458 dated November 12, 2024)
Approved by: SVP ROMEO B. CARANDANG Head, Human Resource Management Group	

Conforme: _____
 Signature over Printed Name/Date

POLO SHIRT FOR 2025 ARAW NG KAWANI CELEBRATION

DEVELOPMENT BANK OF THE PHILIPPINES
TECHNICAL SPECIFICATIONS
Procurement of Polo-Shirt for the 2025 Araw ng Kawani Celebration

Specifications																																		
ITEM : Polo shirts QUANTITY: 3,600 pcs DESCRIPTION: <ul style="list-style-type: none"> a. Fabric : combed cotton with polyester blend (honeycombed), non-shrinkage and non-bleeding b. Button : 2 natural color buttons c. Color : Black - Pantone 6C Hexa decimal color # 000000 Black d. Unisex, short sleeves, Polo shirt, assorted sizes (XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL) 																																		
DESIGN: <ul style="list-style-type: none"> a. Front - Left Chest – Logo Embroidery (Annex B) Back - Logo Design – Direct to Film (DTF) Print (Annex C) 																																		
Packaging: Reusable bags preferably ecobag SIZES: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="padding: 5px;">T-shirt Size</th> <th colspan="2" style="padding: 5px;">Dimension (in inches)</th> </tr> <tr> <th style="padding: 5px;">Width (both sides of armpits through the chest)</th> <th style="padding: 5px;">Length (from the nape of the neck to the bottom of the shirt)</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">XS</td><td style="padding: 5px;">18</td><td style="padding: 5px;">25</td></tr> <tr><td style="padding: 5px;">S</td><td style="padding: 5px;">19</td><td style="padding: 5px;">26</td></tr> <tr><td style="padding: 5px;">M</td><td style="padding: 5px;">20</td><td style="padding: 5px;">27</td></tr> <tr><td style="padding: 5px;">L</td><td style="padding: 5px;">21</td><td style="padding: 5px;">28</td></tr> <tr><td style="padding: 5px;">XL</td><td style="padding: 5px;">22</td><td style="padding: 5px;">29</td></tr> <tr><td style="padding: 5px;">2XL</td><td style="padding: 5px;">23</td><td style="padding: 5px;">30</td></tr> <tr><td style="padding: 5px;">3XL</td><td style="padding: 5px;">24</td><td style="padding: 5px;">31</td></tr> <tr><td style="padding: 5px;">4XL</td><td style="padding: 5px;">25</td><td style="padding: 5px;">32</td></tr> <tr><td style="padding: 5px;">5XL</td><td style="padding: 5px;">26</td><td style="padding: 5px;">32</td></tr> </tbody> </table> <p style="margin-left: 20px; font-size: small;">(With allowable deviation of up to +/-0.5" and size distribution.)</p>			T-shirt Size	Dimension (in inches)		Width (both sides of armpits through the chest)	Length (from the nape of the neck to the bottom of the shirt)	XS	18	25	S	19	26	M	20	27	L	21	28	XL	22	29	2XL	23	30	3XL	24	31	4XL	25	32	5XL	26	32
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Recommended By:

SIGNED
AM MARIA NIECEL B. FULLIDO
 Officer-In-Charge,
 Employee Engagement Unit
 (Per Department Order No. 17 dated July 21, 2025)

Approved By:

SIGNED
VP HEIDI G. MACASAET
 Officer-In-Charge
 Employee Relations Department

Conforme: _____
 Signature over Printed Name/Date





ARAW NG kawani



Conforme: _____
Signature over Printed Name/Date



Conforme: _____
Signature over Printed Name/Date



ARAW NG kawani



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**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.