



## **REQUEST FOR QUOTATION (RFQ)**

### **Supply and Delivery of 1 Lot Plaque for CY2024 Loyalty Awardees**

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-ERD-25-00408
Date of Posting/Canvass	:	08/06/2025
Deadline of Submission	:	08/12/2025 (10:00am)
Approved Budget for the Contract (ABC)	:	₱ 446,850.00

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 *[using supplier's letterhead]*;
- Proof of PhilGEPS Registration or a valid PhilGEPS Registration Certificate;
- SEC Registration or a valid DTI Registration (Supplier must be at least five (5) years in the business;
- 2025 Mayor's/Business Permit;
- Omnibus Sworn Statement *(10 statements)*;
- Secretary's Certificate (for supplier under partnership & corporation);
- Signed DBP Data Privacy Consent Form;
- Submission of previously made plaque, made of the material specified in Annex A, to determine craftsmanship

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**

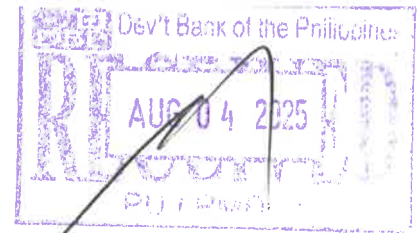
Name of Company/Supplier: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature over Printed Name*

# Development Bank of the Philippines

## Terms of Reference



### Supply and Delivery of 1 Lot Plaque for CY 2024 Loyalty Awardees

#### I. Background

“Lingkod Katapatan” Loyalty Awards Program is a key component in DBP’s overall employee recognition efforts which seek to recognize and publicize the value of long dedicated service of Bank employees to the institution.

#### II. Approved Budget for the Contract (ABC): P446,850.00 @ P1,655.00/pc. (inclusive of VAT/applicable taxes and other charges)

#### III. Technical Specifications: (details attached per Annex A)

#### IV. Conditions of the Contract

1. The supplier shall ensure that items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if the items delivered are found to be defective and not in accordance with the required technical specifications.
2. The DBP may terminate/cancel the Purchase Order (PO) if the Supplier fails to deliver, perform and comply with its obligation.
3. The winning supplier shall submit an exact prototype of plaque compliant to the required technical specifications within five (5) calendar days after acceptance of the Notice to Proceed (NTP) before proceeding with the actual production.
4. Soft copy of the approved plaque design shall be provided by DBP
5. Delivery must be completed within forty (40) calendar days from the approval of the final sample, with deliveries accepted between 8:00am and 4:00pm on or before the specified deadline at the DBP Head Office Building, Basement, Receiving Section of the Inventory Management Department (IMU-PIMD), located at the corner of Sen. Gil J. Puyat and Makati Avenue, Makati City.
6. All deliveries shall be subject to inspection within a period of five (5) working days by the said Receiving Section - IMU in coordination with the Employee Relations Department to check compliance with the specifications.
7. Date and place of the event to be indicated in the plaque will be provided by ERD to the proposed supplier.

#### V. Warranty /Retention

1. Warranty shall be for three (3) months, to be covered by a retention money or issuance of a special bank guarantee equivalent to at least 5% of the total contract price;
2. Retention money shall be released three (3) months after the issuance of certificate of completion;
3. In case of defects, trophy must be replaced within two (2) months after acceptance of delivery; without additional cost to the Bank.
4. Defects are not limited to the following:
  - 4.1 Manufacturing defects; and
  - 4.2 Error/s in printing of the details including but not limited to the name of recipient/s or in the number of years in service.

CONFORME:

Company Name

Name & Signature

Date

**Development Bank of the Philippines**

**Terms of Reference**

**Supply and Delivery of 1 Lot Plaque for CY 2024 Loyalty Awardees**



**VI. Non-disclosure Condition**

1. Information about DBP contained in this document is considered confidential and must be treated as such by the recipients of this Technical Specifications. The responses to the Technical Specifications shall likewise be treated as confidential and shall not be disclosed to third party.
2. DBP and the winning supplier agree to hold and maintain all confidential information and materials which shall come into its knowledge and possession in connection with the performance of the contract.

**VII. Payment Terms**

1. No downpayment.
2. Payment shall be processed after completion of delivery subject to submission of the complete documents (e.g. Sales Invoice/Billing Statement, Certificate of Completion /Acceptance, as applicable)
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.

**VIII. Documentary Requirements for Interested Suppliers:**

1. Quotation/Proposal
2. Proof of PhilGEPS Registration Number or a valid PhilGEPS Registration Certificate;
3. SEC Registration or a valid DTI registration (Suppliers must be at least five (5) years in the business)
4. 2025 Mayor's/Business Permit
5. Omnibus Sworn Statement
6. Secretary's Certificate (for supplier under partnership/corporation)
7. Signed DBP Data Privacy Consent Form
8. Submission of previously made plaque, made of the material specified in Annex A, to determine craftsmanship

Recommended by:

**SIGNED**

**Ryan Benedict V. Labit**

*LR* HR Analyst

Approved by:

**SIGNED**

**SM Ariene Guevara-Masangcay**

Officer-In-Charge, Employee Relations Department  
Per Group Order No. 2555 dated 31 July 2025

CONFORME:

\_\_\_\_\_  
Company Name

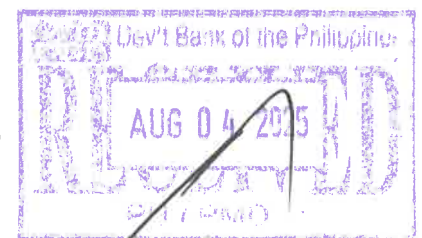
\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

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**Annex A**

**TROPHY SPECIFICATIONS:**

**I. Quantity and Height**

Item No.	No. of Years in Service	Quantity/ No. of pcs.	Height
1.	10	43	8.5"
2.	15	122	9.5"
3.	20	45	10.5"
4.	25	14	11.5"
5.	30	42	12.5"
6.	35	3	13.5"
7.	40	1	14.5"
<b>Total</b>		<b>270</b>	

**II. Description**

**a. 3 panel ultra clear glass**

- 1st panel - .50" thick optic clear glass with facade photographic lamination print
- 2nd panel - .375" thick optic clear glass with print
- 3rd panel - .25" thick round optic clear glass with print

**b. Base - 2pcs. (.50" and .25") solid thick ultra clear glass with bevel.**

**c. Packaging - Individually packed with plastic and protective bubble film in corrugated box, with sticker label.**

**Warranty - One (1) year warranty against dismounting, fading, dulling and peeling on print.**

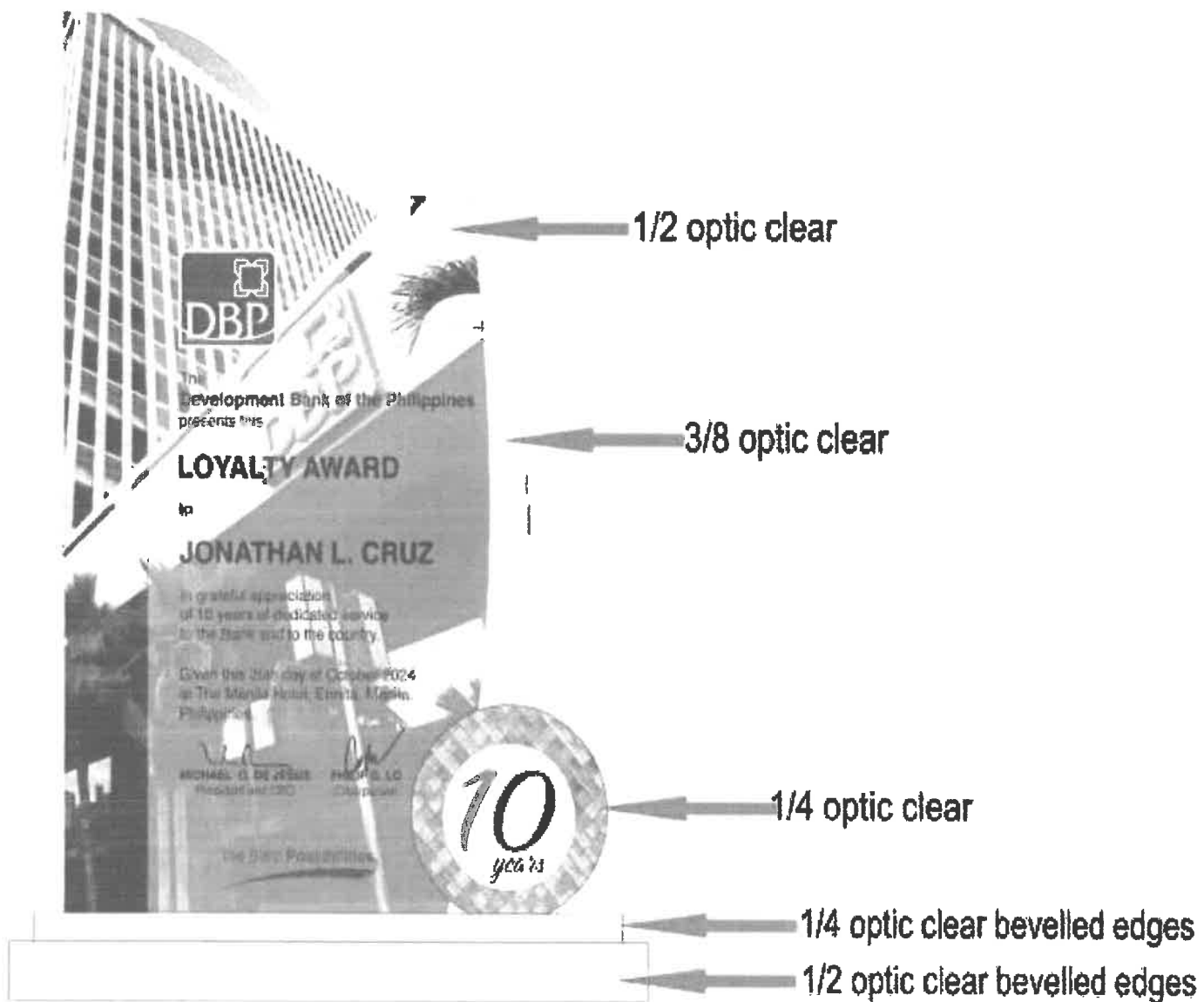
**Note: Names of employee and lengths of service shall be provided to the winning supplier after the issuance of the Purchase Order.**

CONFORME:

Company Name

Name & Signature

Date



CONFORME:

Company Name

Name & Signature

Date