



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of One (1) Lot Various Mailing and Document Envelopes

Procuring Entity	:	DBP Head Office
Solicitation Number	:	R-PIMD-25-00464
Date of Posting/Canvass	:	09/12/2025
Deadline of Submission	:	09/19/2025 (10:00am)
Approved Budget for the Contract (ABC)	:	₱ 1,136,375.00

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 Proposal/Quotation *[using supplier's letterhead]*;
- 2025 Mayor's/Business Permit;
- Proof of PhilGEPS Registration;
- Secretary's Certificate *(for supplier under partnership/corporation)*;
- Omnibus Sworn Statement *(10 statements)*;
- Valid/Latest Income/Business Tax Return;
- Signed DBP Data Privacy Consent Form;
- Paper sample of each items being offered, for evaluation; and
- Supplier's Certification signed by Supplier/Authorized certifying paper stock of the Mailing Envelopes-Book Paper #60 (90GSM), Kraft Paper #200 and Textured Laid White Paper (90GSM) ("Annex B")

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: _____

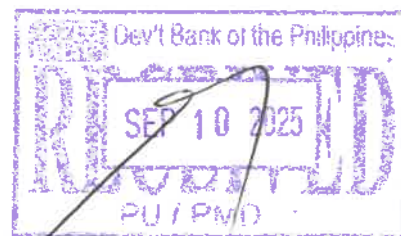
Signature over Printed Name

Development Bank of the Philippines (DBP)

TECHNICAL SPECIFICATIONS

Mode of Procurement – Small Value

Supply and Delivery of One (1) Lot Various Mailing and Document Envelopes



I. Approved Budget for the Contract: One Million One Hundred Thirty-Six Thousand Three Hundred Seventy-Five Pesos (₱1,136,375.00) (Inclusive of VAT and other applicable charges/taxes)

II. Technical Specifications:

Item	Specifications	Quantity	Unit Price	Total Amount
1 Envelope, Carpeta Big Brown	<ul style="list-style-type: none"> Brown Carpeta For legal size documents Size: 10" x 15" – actual size Kraft paper #200 1 color print (black) with printing of DBP/Bagong Pilipinas provided name and logo (Per Annex A) Logo size: 1.5"x 1.5" 500 pieces per box 	3,500 pcs.	₱ 10.00	₱ 35,000.00
2 Envelope, Carpeta Small Brown	<ul style="list-style-type: none"> Brown Carpeta For A4 size documents Size: 9" x 12 ¼" – actual size Kraft paper #200 1 color print (black) with printing of DBP/Bagong Pilipinas-provided name and logo (Per Annex A) Logo size: 1.5"x 1.5" 500 pieces per box 	3,500 pcs	9.00	31,500.00
3 Envelope, Mailing, Non-Window - Special	<ul style="list-style-type: none"> Non-Window envelope Size: 11 1/8" x 9 ¼" (spread size); 9 ½" x 4 ¼" (folded size) Textured Laid White Paper (90GSM) Offset printing with computer to Plate (CtP), dry embossing on DBP/Bagong Pilipinas provided name and logo (per Annex A), die cutting, folding, pasting and gumming Logo size: 1"x 1" 500 pieces per box Packaging must be made from recycled materials 	1,000 pcs.	42.00	42,000.00
4 Envelope, Mailing , Non-Window	<ul style="list-style-type: none"> Non-window envelope 9 ½" X 4 1/8" – actual size Book paper #60 (90GSM) min 4 colors print - with printing of DBP/Bagong Pilipinas-provided name and logo (Per Annex A) Logo size: 1"x 1" 500 pieces per box Packaging must be made from recycled materials 	50,000 pcs.	4.50	225,000.00
5 Envelope, Mailing , with Window	<ul style="list-style-type: none"> Window envelope 9 ½" X 4 1/8" – actual size Book paper #60 (90GSM) min With plastic acetate for window 4 colors print - with printing of DBP/Bagong Pilipinas-provided name and logo (Per Annex A) 	250,000 pcs.	3.00	750,000.00

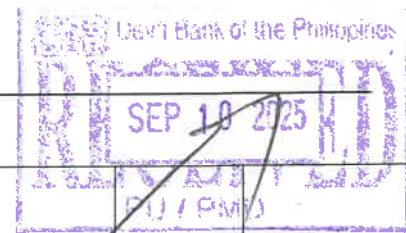
CONFORME:

Company Name

Name & Signature

Date

Supply and Delivery of Various Mailing and Document Envelopes



		<ul style="list-style-type: none"> • Logo size: 1"x 1" • 500 pieces per box • Packaging must be made from recycled materials 			
6	Envelope, Mailing, With Window - Special	<ul style="list-style-type: none"> • Window envelope • Size: 11 1/8" x 9 1/4" (spread size); 9 1/2" x 4 1/4" (folded size) • Textured Laid White Paper (90GSM) • With plastic acetate for window • Offset printing with computer to Plate (CtP), dry embossing on DBP/Bagong Pilipinas provided name and logo (per Annex A), die cutting, folding, pasting and gumming • Logo Size: 1"x 1" • 500 pieces per box • Packaging must be made from recycled materials 	1,500 pcs.	35.25	52,875.00
TOTAL					₱1,136,375.00

Note: To be procured as One (1) Lot; Project shall be awarded to the Supplier with the lowest total offer subject to the condition that the offer amount shall not exceed the set ABC per item.

III. Conditions of the Contract:

1. The Winning Supplier shall ensure that the items delivered are in accordance with the technical specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not in accordance with the required technical specifications/samples.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Winning Supplier fails to deliver, perform and comply with its obligation.
3. The Winning Supplier shall produce and submit sample prints/proofs of the Mailing and Document envelopes before proceeding with actual production. Sample prints/proofs shall be submitted for approval of DBP within seven (7) calendar days after receipt of Notice to Proceed (NTP).
4. **Delivery Period:** The Winning Supplier shall deliver the Mailing and Document envelopes within Forty-five (45) calendar days after approval of the final sample prints/proof of the Mailing and Document envelopes.
5. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
6. **Warranty:** Manufacturing defects shall be replaced by the Winning Supplier and a warranty security shall be required from the Winning Supplier for three (3) months after acceptance by DBP of the delivered items. The obligation for the warranty shall be covered by a retention money or special bank guarantee equivalent to one percent (1%) of the total contract price, which shall only be released after the lapse of the warranty period. Provided, however that the items delivered are free from patent and latent defects and all the conditions imposed have been fully met.

IV. Other Conditions:

Interested Supplier/s must submit all of the following:

- a) Proposal/Quotation;
- b) 2025 Mayor's/Business Permit (BP)
- c) Proof of PhilGEPS Registration;
- d) Secretary's Certificate (for supplier under partnership/corporation);
- e) Omnibus Sworn Statement;
- f) Valid Latest Income/Business Tax Return;
- g) Signed Data Privacy Consent Form;
- h) Paper Sample of each items being offered, for evaluation; and
- i) Supplier's Certification signed by the Supplier/Authorized Representative certifying paper stock of the mailing envelopes – Book Paper #60 (90GSM), Kraft Paper #200 and Textured Laid White Paper (90GSM) ("ANNEX B").

CONFORME:

Company Name

Name & Signature

Date

V. Payment:

1. Payment shall be processed after completion of delivery subject to the submission of the complete documents for payment such as Sales Invoice, Billing Statement/Statement of Account, as applicable and Certificate of Completion and Acceptance 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.

Prepared by:

SIGNED

AM MARVIC M. AQUINO
Head, PIMD-IMU, Warehouse VisMin

Checked by:

SIGNED

MGR. MICHAEL ANTOLIN C. CANCIO
Officer-In-Charge, PIMD-IMU
(Per Office Order No. 325 dtd 14 July 2025)

Recommended by:

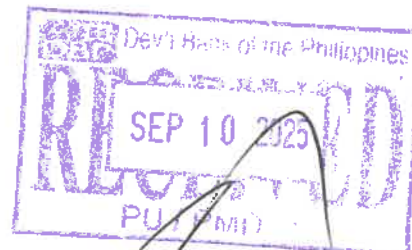
SIGNED

VP FE B. DELA CRUZ
Head, PIMD

Approved by:

SIGNED

SVP RONALDO U. TEPORA
Concurrent Officer-in-Charge, PFMG
(Per Office Order no. 283 dated 20 June 2025)



CONFORME:

Company Name

Name & Signature

Date

ANNEX A

For Document Envelopes (Carpeta Big/Small)

This template is for document envelopes. It features the DBP logo and name on the top left, and the Bagong Pilipinas logo on the top right. A large rectangular box is centered on the envelope. At the bottom right, there are contact details including a phone number, email, website, and social media icons.

DBP
DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: San Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines

BAGONG PILIPINAS

807 8-615-0511 | info@dbp.ph | www.dbp.ph | [facebook.com/dbp.ph](https://www.facebook.com/dbp.ph)

For Mailing Envelopes (Window/Non Window/Special)

This template is for mailing envelopes. It features the DBP logo and name on the top left, and the Bagong Pilipinas logo on the top right. A large rectangular box is centered on the envelope. At the bottom right, there are contact details including a phone number, email, website, and social media icons.

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Head Office: San Gil J. Puyat Avenue corner
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CONFORME:

Company Name

Name & Signature

Date

ANNEX B

CERTIFICATION OF PAPER STOCK

(Date)

The Head, Procurement and Inventory Management Department
Development Bank of the Philippines
Sen., Gil J. Puyat Ave. corner Makati Ave.
Makati City

I/We, _____, in connection with the participation of
(Supplier's Representative/s)

_____ in the procurement for the project, Supply
(Name of Company/Supplier)

and Delivery of One (1) Various Mailing and Document Envelopes of the Development Bank of

the Philippines, hereby CERTIFY that the attached sample, conforms to the specifications as

required under Section II of the Technical Specifications, to wit:

Paper Requirement: Paper Stock – Book Paper #60 (90GSM)

Kraft Paper #200

Textured Laid White Paper (90GSM)

Name and Signature of Supplier's Authorized Representative