



REQUEST FOR QUOTATION (RFQ)

Supply & Delivery of Various Special Folders

Procuring Entity : DBP Head Office
Solicitation Number : R-PIMD-25-00491
Date of Posting/Canvass : 09/18/2025
Deadline of Submission : 09/23/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : Php 315,000.00

Item	Quantity	Unit Cost	Total Cost
Folder, Borrower's Credit	900	250.00	225,000.00
Folder, Legal, Mortgagor	400	225.00	90,000.00
Grand Total			₱315,000.00
<i>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.</i>			

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;
- 2025 Mayor's/Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate (for suppliers under partnership/corporation);
- Signed DBP Data Privacy Consent Form;
- Supplier's Certification signed by the Supplier/Authorized Representative certifying paper stock of Claycoat #15, Foldcote #12, for item no.1 and Claycoat #18, Foldcote #10 for item no.2); and
- Sample of the paper to be used for production (Claycoat #18, Claycoat #15, Foldcote #12, Foldcote #10) with signature over printed name of Supplier's representative, name of company/supplier and date signed.

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

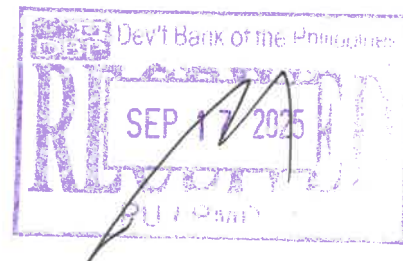
LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE

Mode of Procurement – Small Value

Supply and Delivery of Various Special Folders



- I. **Approved Budget for the Contract (ABC): Three Hundred Fifteen Thousand Pesos (₱315,000.00)**
(Inclusive of VAT applicable taxes and other charges)

II. **Technical Specifications:**

Item	Specifications	Quantity	Unit Price	Total Amount
1 FOLDER, BORROWER'S CREDIT	<ul style="list-style-type: none">Folder Size: 19 ¾" x 14" (spread), 9 5/8" x 14" (folded)Inserts - 9 3/16" x 15 ½"Folder Color: Full colors (both side printing)Insert Color: 2 colors - Solid yellow with black text (front) : 1 color - Solid yellow (back)Folder Material: Claycoat #15 (pasted together) with book cloth Inserts: Foldcote #122 sets of fastener and eyelet/rivets per insertPages: 13 sheets for insertsOffset Printing with CtP, scoring, die cutting, pasting, gluing and assembly of fastener per insert.	900 pcs.	₱ 250.00	₱ 225,000.00
2 FOLDER, LEGAL MORGAGOR	<ul style="list-style-type: none">Folder Size: 19" x 14 ¾" (spread), 9 ½" x 14 ¾" (folded)Inserts - 9" x 15 ½"Folder Color: Three colors (both side printing)Insert Color: Solid yellow with black text (front) : Solid yellow (back)Folder Material: Claycoat #18 (pasted together) Inserts: Foldcote #10Accordion-pleat Gusset: Book Cloth/Paper Cloth<ul style="list-style-type: none">- Color: Navy blue- Expansion: 2 5/8"1 set of fastener and eyelet per insertPages: 8 sheets for insertsOffset Printing with CtP, scoring, die cutting, pasting, gluing and assembly of fastener per insert.	400 pcs.	225.00	90,000.00
TOTAL				315,000.00

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 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 specifications/samples.
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 produce and submit one (1) sample of each Special Folders before proceeding with actual production. The sample/proof 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 Special Folders within forty-five (45) calendar days after approval of the final sample prints/proof of the special folders.

Conforme: _____
Signature over Printed Name/Company/Date

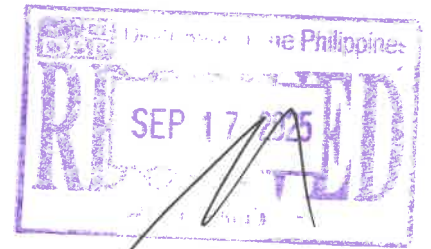
Supply and Delivery of Various Special Folders

5. **Point of Delivery:** DBP Head Office 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 Supplier for a minimum period of seven (7) calendar days after acceptance by DBP of the delivered items without cost to the Bank.

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) Omnibus Sworn Statement;
- e) Secretary's Certificate (for supplier under partnership/corporation);
- f) Signed DBP Data Privacy Consent Form;
- g) Supplier's Certification signed by the Supplier/Authorized Representative certifying paper stock of Claycoat #15, Foldcote #12, for item no. 1 and Claycoat #18, Foldcote #10 for item no. 2); and
- h) Sample of the paper to be used for production (Claycoat #18, Claycoat #15, Foldcote #12, Foldcote #10) with signature over printed name of Supplier's representative, name of company/supplier and date signed.



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
JOSIEPH S. CASTILLO
Inventory Management Specialist

Checked by:

SIGNED
AM MARVIC M. AQUINO
Head, PIMD-IMU-Warehouse, VISMIN

Recommended by:

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

Approved by:

SIGNED
VP FE B. DELA CRUZ
Head, PIMD

Conforme: _____
Signature over Printed Name/Company/Date

ANNEX A

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 Various Special Folders 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 – **Claycoat #18**

Claycoat #15

Foldcote #12

Foldcote #10

Name and Signature of Supplier's Authorized Representative



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.