



Development Bank of the Philippines

REQUEST FOR QUOTATION

September 23, 2025

Date

Name of Business / Company:

Address:

Contact Person:

Contact Number:

Signature:

Please quote government price inclusive of delivery charges and all applicable taxes for the following:

Qty.	Unit	Item / Service / Specifications	Approved Budget for the Contract		Quotation	
			Unit Cost	Total	Unit Cost	Total
1	lot	Catering Services (35 pax) for the conduct of the Financial Analysis for Credit Evaluation (FACE) Up: Upgrading of Account Officer Assistants Competencies Training	P210,00.00	P210,00.00		
		TOTAL		P210,00.00		

Delivery Address	DBP Training Complex, Baguio City
Delivery Period	November 9 – 13, 2025

Interested suppliers are required to submit signed Price Quotation Form on or before 5:00 P.M. of October 1, 2025 at DBP BBG – Northern Luzon, Baguio City or through email address, nlbg@dbp.ph.

The project shall be awarded to the supplier with the Lowest Calculated and Responsive Quotation.

Kindly attach copy of the following documents:

1. Mayor's / Business Permit
2. PhilGEPS Registration Certificate
3. Duly signed Data Privacy Consent Form

For inquiry, you may contact Mr. Leomar C. Agustin at Telephone No. (074) 442-5308.

Thank you.

SIGNED
FVP MARIA DOLORES C. GUEVARA
Head, BBG – Northern Luzon

TERMS OF REFERENCE

Event/Purpose	Procurement of Catering Services for the conduct of the Financial Analysis for Credit Evaluation (FACE) UP: Upgrading of Account Officer Assistants Competencies Training					
Dates	November 9 – 13, 2025					
Venue	DBP Training Complex, Baguio City					
Approved Budget for Contract	₱ 210,000.00					
	Training Program	Schedule	Meal Type	No. of Pax	No. of Days	Total Cost
	FACE UP	November 9, 2025	Dinner	35	1	₱ 210,000.00
		November 10 -12, 2025	Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner	35	3	
		November 13, 2025	Breakfast	35	1	
Contact Person	Ms. Angela Mae C. Salazar (02) 818-9511 local 6629 email address: ldd-tu@dbp.ph					
CRITERIA	DESCRIPTION					
1. LOCATION	1.1. Accessibility – with kitchen within 5.0 km. radius from DBP Training Complex, Baguio City					
2. PRICE	2.1. Must be within or lower than the approved budget 2.2. Comparative with prevailing market rates					
3. FOOD AND SERVICES	3.1 Availability Provision of meals with inclusion as follows:					
	Meal Type	Inclusion				Serving Time
	Buffet Breakfast	- Menu choices with at least 2 viands (meat and fish/seafood/egg) - Rice and/or bread options 2 Dessert choices				6:30AM
	AM Snacks	- Choice of at least two (2) snack combination per serving - Drinks (iced tea/fruit juice)				9:45 AM
	Buffet Lunch	- Menu choices with at least 2 viands (meat and fish/seafood) - Vegetable - Rice/rice substitute or pasta option or potatoes - Soup or Salad 2 Dessert choices per serving - Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea				11:45 AM
	PM Snacks	- Choice of at least two (2) snack option per serving - Drinks (iced tea/fruit juice)				2:45 AM
	Buffet Dinner	- Menu choices with at least 2 viands (meat and fish/seafood) - Vegetable - Rice/rice substitute or pasta option or potatoes - Soup or Salad 2 Dessert choices per serving - Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea				6:45 PM
	All meal type should have free-flowing coffee/tea and purified drinking water.					
	3.2 Food Handling and Presentation					
	- Set-up buffet tables with tablecloth (use earth or pastel color tones. i.e.: beige/white/blue) skirting and centerpiece - Food must be served in chaffing dish with warmers					

Event/Purpose	Procurement of Catering Services for the conduct of the Financial Analysis for Credit Evaluation (FACE) UP: Upgrading of Account Officer Assistants Competencies Training	
Dates	November 9 – 13, 2025	
Venue	DBP Training Complex, Baguio City	
	• Provide plates, goblets, cups, saucers and silverware cutlery • Provide at least 2 waiters in uniform with ID who shall be on stand-by at the buffet counter for the duration of catering service. • As part of the Green Procurement Policy, the supplier/caterer shall use environment friendly carton boxes/utensils for packed meals (on request basis) and not "styrofoam/single-use plastic" for food packaging or utensils. • In terms of disposal, the supplier/caterer is required to segregate/dispose of leftover food and other waste generated (decorations, packaging materials, etc.) after the event. • Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning.	
4. OTHER CONDITIONS	4.1. Proposal to include cost/head based on a guaranteed minimum order for the indicated number of participants. 4.2. Actual head count for catering shall be subject to change provided that it is not less than the minimum guaranteed number and is within the approved budget for contract. 4.3. Notice to supplier shall be sent at least a day before the start of the program. 4.4. The date of the program may be subject to change provided that actual date/s are confirmed at least five (5) days prior to the start of the program. 4.5. Billing shall be based on minimum guaranteed number or actual number as arranged a day before but not to exceed the total ABC. 4.6. Provider shall submit the following: • PhilGEPS Registration Number of the provider • Omnibus Sworn Statement (for the winning bidder) • DTI Registration • Quotation/Proposal • 2025 Mayor's/Business Permit • Secretary's Certificate (Supplier under partnership/corporation) • Signed Request for Quotation 4.7. Payment shall be processed upon satisfactory completion of catering services and submission of complete docs. 4.8. In case of work suspension due to force majeure (i.e. typhoon, earthquake, flooding), DBP can cancel the services of the caterer without cancellation or penalty fee a day before the program or before 8:00 a.m. on the day of the program 4.9. As part of the implementation of the Environmental Management System, to avoid unnecessary hazardous waste and to prevent damage to environment: • The caterer cannot use "styrofoam/plastic" for food packaging • In terms of disposal, the caterer is required to segregate/dispose of food leftover and other wastes generated (decorations, packaging materials, etc.) after the event 4.9 The service supplier shall provide a vegetarian meal option.	
5. PAYMENT ARRANGEMENT	5.1. Payment shall be processed after the event. 5.2. The Billing Statement shall be submitted after the event and consistent with number of participants for payment facilitation	
Recommending Approval: SIGNED VP MARIA VIRGINIA M. TIDACE Head, Learning and Development Department		Approved by: SIGNED SVP ROMEO B. C. RANDANG Head, Human Resource Management Group



Name of Project	Refill, supply and delivery of six (6) Units of 20-lbs HFC-236fa Fire Extinguisher (Green Type)
-----------------	---

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.