



REQUEST FOR QUOTATION (RFQ)

2025 DBP Institutional Polo Shirt

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-ERD-25-00556
Date of Posting/Canvass	:	10/17/2025
Deadline of Submission	:	10/24/2025 (10:00am)
Approved Budget for the Contract (ABC)	:	₱ 1,998,000.00

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:

- Signed Proposal/Quotation *[using supplier's letterhead]*;
- Proof of PhilGEPS Registration;
- Copy of DTI or SEC Registration (Must be in the business for at least 3 years);
- Current and Valid Mayor's/Business Permit
- Notarized Omnibus Sworn Statement;
- Secretary's Certificate for supplier under Partnership/Corporation
- Latest Income/Business Tax Return;
- Signed DBP Data Privacy Consent Form;
- Must submit at least one (1) actual sample/prototype of polo shirt of any size upon submission of quotation. Cost to be incurred shall be borne by the supplier.

Note: The sample to be submitted must be compliant with the required specifications and must be the same as the sample presented by DBP. The sample of the supplier must be submitted within 5 calendar days from the last posting day of the project at the PhilGEPS website.

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

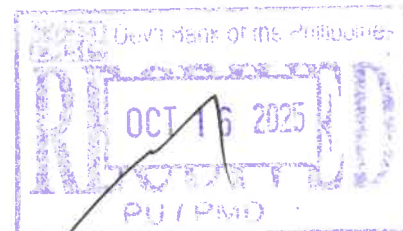
MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636

Name of Company/Supplier: _____

Authorized Signatory: _____ Date: _____

Signature over Printed Name

DEVELOPMENT BANK OF THE PHILIPPINES
TERMS OF REFERENCE



Event/Purpose	2025 DBP Institutional Polo Shirt
Approved Budget for Contract	P1,998,000.00 @555.00/pc. (VAT inclusive/applicable taxes and other 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 institutional 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 Institutional 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 and Retention	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 business for at least 3 years) 6.4 Current and valid Mayor's/Business Permit 6.5 Notarized Omnibus Sworn Statement

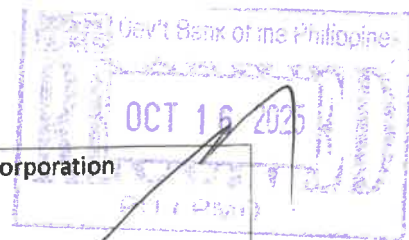
CONFORME:

Company Name

Name & Signature

Date

[Handwritten signature]



	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. Note: The sample to be submitted must be compliant with the required specifications and must be the same as the sample presented by DBP. The sample of the supplier must be submitted within 5 calendar days from the last posting day of the project at the PhilGEPS website.
7. OTHER CONDITIONS	7.1 Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with the set requirements.
8. PAYMENT TERMS	8.1. 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, to be issued by DBP as applicable. 8.2. 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 Armileene C. Mercene Officer-In-Charge, Employee Engagement Unit (Per Department Order No. 20 dated September 11, 2025)	Recommending Approval: SIGNED VP HEIDI G. MACASAET Head, Employee Relations Department (ERD)
Approved by: SIGNED SVP ROMEO B. CARANDANG Head, Human Resource Management Group	

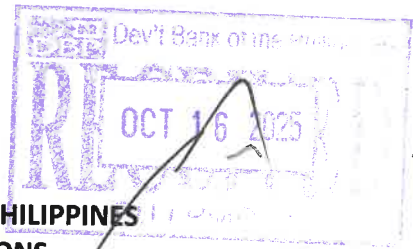
2025 INSTITUTIONAL POLO SHIRT

CONFORME:

Company Name

Name & Signature

Date



Annex A

DEVELOPMENT BANK OF THE PHILIPPINES
TECHNICAL SPECIFICATIONS
Procurement of Polo-Shirt for the 2025 DBP Institutional Polo Shirt

Specifications																																	
ITEM : Polo shirts																																	
QUANTITY : 3,600 pcs																																	
DESCRIPTION: a. Fabric : combed cotton with polyester blend (honeycombed), non-shrinkage and non-bleeding. 60% Cotton, 40% Polyester. b. Buttons : 2 natural brown color buttons c. Color : White with royal blue combination code: # 4169E1 in hexadecimal d. Unisex, short sleeves, Polo shirt, assorted sizes (XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL)																																	
DESIGN: a. Front - DBP Logo, Left Chest – Computerized Logo Embroidery (Annex B) - Back - DBP slogan – Computerized Slogan Embroidery (Annex B)																																	
With Test Results Evaluation from the Philippine Textile Research Institute (PTRI) upon submission of the prototype polo shirt that it has passed the following: Any blue swatches with the following: a. Fiber Composition: as per sample b. Stitches per inch (SPI): 50 c. Colorfastness to Laundering: Change in color: Grade 4 min Staining: Grade 3 min d. Colorfastness to Perspiration: Change in color – Grade 4 min. Staining – Grade 3 min e. Colorfastness to rubbing: Dry – Grade 4 Min. wet – Grade 3 min																																	
Packaging : Individual package with reusable ecobag																																	
SIZES: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th rowspan="2">Polo-shirt Size</th><th colspan="2">Dimension (in inches)</th></tr><tr><th>Width (both sides of armpits through the chest)</th><th>Length (from the nape of the neck to the bottom of the shirt)</th></tr></thead><tbody><tr><td>XS</td><td>18</td><td>25</td></tr><tr><td>S</td><td>19</td><td>26</td></tr><tr><td>M</td><td>20</td><td>27</td></tr><tr><td>L</td><td>21</td><td>28</td></tr><tr><td>XL</td><td>22</td><td>29</td></tr><tr><td>2XL</td><td>23</td><td>30</td></tr><tr><td>3XL</td><td>24</td><td>31</td></tr><tr><td>4XL</td><td>25</td><td>32</td></tr><tr><td>5XL</td><td>26</td><td>32</td></tr></tbody></table> (With allowable deviation of up to +/-0.5" and size distribution.)		Polo-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
Polo-shirt Size	Dimension (in inches)																																
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CONFORME:

Company Name

Name & Signature

Date

Note: Final quantity per size shall be advised within 5 calendar days after issuance of NIP.

Recommended By: _____ **Approved By:** _____

SIGNED

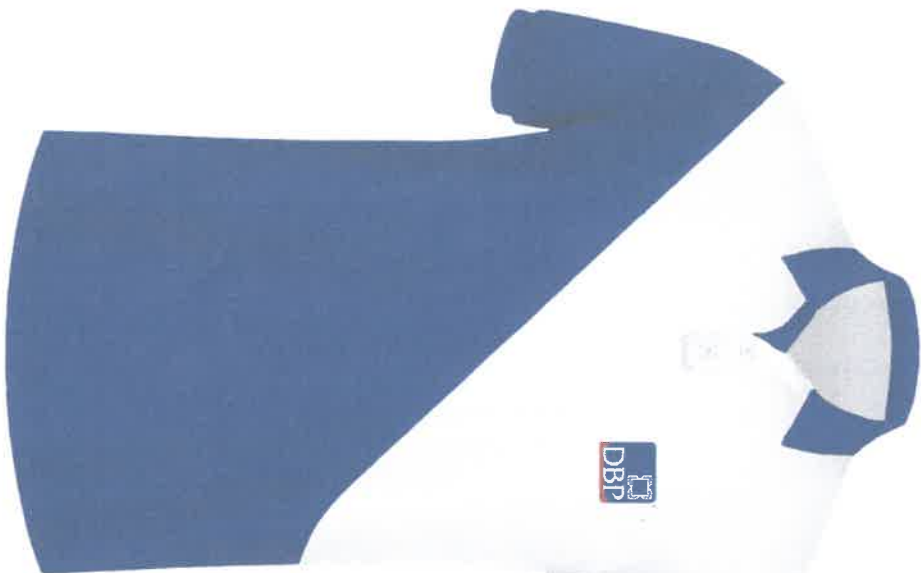
VP HEIDI G. MACASAE
Head, Employee Relations Department

SIGNED

SVP ROMEO B. CARANDANG
Head, Human Resource Management Group

DBP POLO SHIRT DESIGN

FRONT



BACK



CONFORME:

Company Name _____

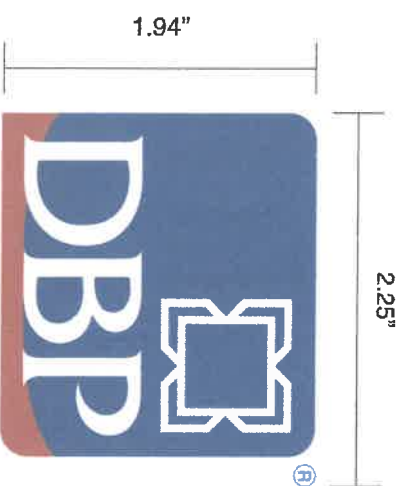
Name & Signature _____

Date _____

DBP POLO SHIRT DESIGN

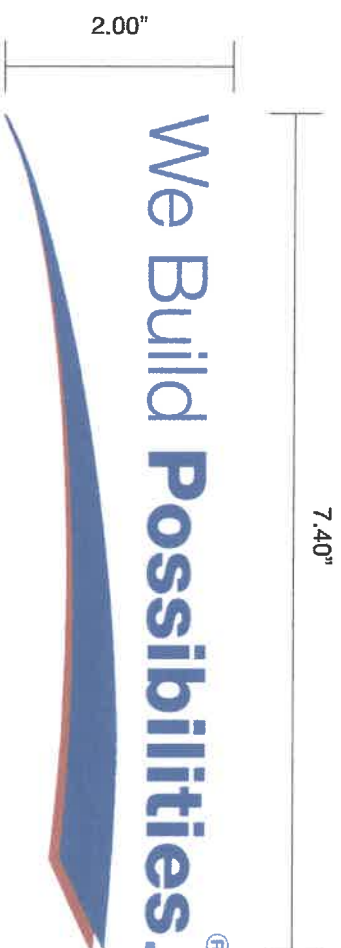
FRONT

DBP Logo - size: 2.25" (w) X 1.94" (h)
No white outline (stroke)



BACK

DBP Tagline - size: 7.40" (w) X 2.00" (h)



CONFORME:

Company Name

Name & Signature

Date