



REQUEST FOR QUOTATION (RFQ)

Supply, Delivery, Installation, Repair, Replacement of Lights and Dismantling of Christmas Decors, Per Terms of Reference

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-CAD-25-00585
Date of Posting/Canvass	:	10/17/2025
Deadline of Submission	:	10/23/2025 (10:00am)
Approved Budget for the Contract (ABC)	:	₱ 295,520.00

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 for the above scope of works and requirements inclusive of taxes (Proposal must be within or lower than the approved budget and comparable with prevailing market rates) *[using supplier's letterhead]*;
- Current and Valid Mayor's/Business Permit;
- Proof of PhilGEPS Registration;
- Copy of DTI or SEC Registration;
- Latest/Updated Omnibus Sworn Statements;
(Please accomplish the attached template applicable to your business type)
- Secretary's Certificate for supplier under Partnership/Corporation
- Signed DBP Data Privacy Consent Form;
- Samples of LED Christmas lights. Prospective supplier must also submit a copy of their Import Commodity Clearance Certificate issued by the DTI/Bureau of Philippine Standard (BPS) website which include the brand name of the LED Christmas lights to be supplied.

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

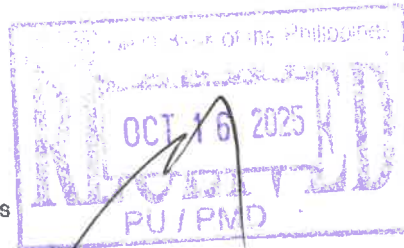
Name of Company/Supplier: _____

Authorized Signatory: _____ Date: _____

Signature over Printed Name



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



TERM OF REFERENCE

SUPPLY, DELIVERY, INSTALLATION, REPLACEMENT OF LED LIGHTS, REPAIR AND DISMANTLING OF THE DBP 2025 CHRISTMAS DÉCOR

- I. Approved Budget for the Contract (ABC): P295,520.00
(Inclusive of VAT, applicable taxes and other charges)
- II. Date of Installation – November 15 and 16, 2025 (Saturday and Sunday)
- III. Date of Dismantling – January 10 and 11, 2026 (Saturday and Sunday)
- IV. Scope of Work:
 - A. Handle the installation, supply and delivery of LED lights, repair and dismantling of the DBP Christmas decorations for the year 2025. The project includes the following areas within the DBP Head Office premises:

Floor	Business Unit	Christmas Decor (To be provided by DBP)	Quantity
Penthouse	1. Bulwagang ng Diwang Pilipino (Entrance)	16 feet garland	1 piece
	2. Bulwagan ng Diwang Pilipino (Interior – for columns)	18 feet column garland	8 sets
	3. Tanghalang Julian Felipe (Entrance)	6 feet garland	1 piece
12	4. Executive Staff Room (Entrance)	6 feet garland	1 piece
	5. Board Room (Entrance)	6 feet garland	1 piece
	6. Executive Lounge (Entrance) (Interior)	2 feet swat (for doors) 2 feet tabletop arrangement	2 pieces 1 piece
	7. Lobby	(To be purchased from the supplier) 6 feet lamp post	4 pieces
11	8. Director's Office (Entrance) (Interior)	6 feet garland 2 feet tabletop arrangement	1 piece 1 piece
	9. Office of the Corporate Secretary (Entrance)	6 feet Garland	1 piece

CONFORME:

Company Name

Name & Signature

Date



(02) 8818-9511



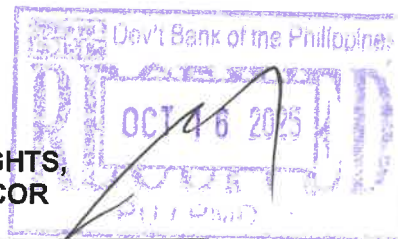
info@dbp.ph



www.dbp.ph



P.O. Box 1996, Makati Central Post Office 1200
Makati City



**SUPPLY, DELIVERY, INSTALLATION, REPLACEMENT OF LED LIGHTS,
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10	10. Office of the Chairman (Entrance) (Interior)	6 feet garland 2 feet tabletop arrangement	1 piece 1 piece
	11. Legal Services Group (Entrance)	6 feet garland	1 piece
9	12. Internal Audit Group/Special Assets Group (Entrance)	6 feet garland	1 piece
	13. DBP Data Center, Inc. (Entrance)	6 feet Garland	1 piece
8	14. Office of the President and CEO (Entrance)	6 feet garland	1 piece
	15. Treasury and Corporate Finance Sector (Entrance)	6 feet garland	1 piece
	16. Lobby	(To be purchased from the supplier) 6 feet lamp post	4 pieces
		Wreath 18"	1 piece
7	17. Strategic Planning Group/Customer Experience Management Department (Entrance)	6 feet garland	1 piece
	18. Commission on Audit (Entrance)	6 feet garland	1 piece
6	19. Corporate Services Sector/Human Resources Management Group (Entrance)	6 feet garland	1 piece
	20. Procurement and Facilities Management Group (Entrance)	6 feet garland	1 piece

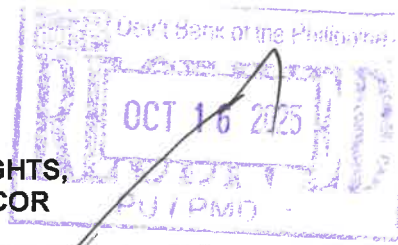
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5	21. Branch Banking Sector/BBS Marketing Group/Health and Wellness (Entrance)	6 feet garland	1 piece
	22. Bank Operations Support Group (Entrance)	6 feet Garland	1 piece
4	23. Trust Banking Group (Entrance)	6 feet garland	1 piece
	24. Enterprise Risk Management Group (Entrance)	6 feet garland	1 piece
3	25. Development Lending Sector (Entrance)	6 feet garland	1 piece
	26. Corporate Banking Group (Entrance)	6 feet garland	1 piece
2	27. Operations Sector (Entrance)	6 feet garland	1 piece
	28. ICT Sector/ Comptrollership Group (Entrance)	6 feet garland	1 piece
1	29. Corporate Affairs Department /Item Processing Department/Cash Center- South (Entrance)	6 feet garland	1 piece
	30. Financial Center (Entrance) (Interior)	6 feet Garland 2 feet Swag Hanging Décor 3 feet Garland	1 piece 4 sets 9 pieces 4 sets
	31. DBP Canteen (Entrance)	6 feet Garland	1 piece
1	32. DBP Lobby	For installation and styling only; materials are DBP-owned: Geometric Hanging Décor Decorative Arch Additional pieces of decorations to be purchased from the supplier for the DBP-	12 sets 6 pieces

CONFORME:

Company Name

Name & Signature

Date

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		owned 8 feet Christmas tree frame:	
			3 pieces
		200 mm plastic shiny ball	2 pieces
		250 mm plastic shiny ball	1 piece
		JF24-041 33 cm metal ball	1 piece
		JF24-042 30 cm metal ball	2 sets
		Gift boxes 4 pc set	
		Ribbon 10 yards/roll	5 pieces
		KP24423-30 gift box cardboard	5 pieces
		KP24423-25 gift box cardboard	5 pieces
		KP24423-20 gift box cardboard	

- B. Replacement of all LED lights
- C. Add 100 pieces 80mm 100 mm 150mm Christmas balls
- D. Styling and installation of the decors
- E. Dismantling and packing for storage of the decors
- F. Additional lamp post of wreath
- G. Additional plastic shiny ball, metal ball, gift boxes, ribbon, gift box card board
- H. Provide individual/packaging/plastic for all items for safekeeping with corresponding labels per package/per set, for future use.

V. Requirements for Submission of Proposal:

- A. Proposal/Price Quotation for the above scope of works and requirements inclusive of taxes (Proposal must be within or lower than the approved budget and comparable with prevailing market rates)
- B. Current/valid Mayor's Permit/Business Permit
- C. Proof of PhilGEPS Registration
- D. Copy of DTI or SEC Registration
- D. Latest/Updated Omnibus Sworn Statements
- E. Secretary's Certificate (for supplier under partnership/corporation)
- F. Signed DBP Data Privacy Consent Form
- G. Samples of LED Christmas lights. Prospective supplier must also submit a copy of their Import Commodity Clearance Certificate issued by the DTI/Bureau of Philippine Standard (BPS) or copy of the downloaded list of PS License from the DTI/BPS website which include the brand name of the LED Christmas lights to be supplied.

VI. Terms in the Evaluation and Proposal and Sample:

- A. Incomplete submission of requirements shall not be evaluated.
- B. Quotation above ABC shall automatically be disqualified.
- C. Technical evaluation shall be undertaken by the Corporate Affairs Department
- D. The selection of the lowest calculated proposal shall be based on the lowest calculated price provided compliant with the requirements.

CONFORME:

Company Name

Name & Signature

Date

**SUPPLY, DELIVERY, INSTALLATION, REPLACEMENT OF LED LIGHTS,
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VII. Payment Terms:

- A. No downpayment. Payment shall be processed after completion of service/project subject to submission of complete documents for payment by the supplier (i.e., Invoice, Billing Statement/Statement of Account, Certificate of Completion/Acceptance to be issued by DBP, if applicable).
- B. Penalty: For every day of delay, 1/10 of 1% (0.001) of the price of unperformed services shall be deducted from the payment, in case the supplier fails to install the items on time.

VIII. Point of Delivery/Setup: DBP Building, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD) in coordination with the Corporate Affairs Department (CAD), Sen. Gil Puyat Avenue corner Makati Avenue, Makati City.

Recommended by:

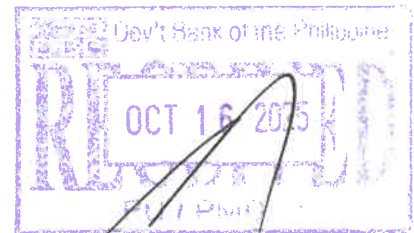
SIGNED

SM NEIL B. DIAZ
Head, Events Unit
Corporate Affairs Department

Approved:

SIGNED

FVP ZANDRO CARLOS P. SISON
Head, Corporate Affairs Department



CONFORME:

Company Name

Name & Signature

Date