



**REQUEST FOR QUOTATION (RFQ)**

**Travelling Bag, Per Approved Specifications**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CAD-25-00516  
Date of Posting/Canvass : 10/21/2025  
Deadline of Submission : 10/27/2025 (10:00 AM)

**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 Supplier under partnership/corporation)
- Signed DBP Data Privacy Consent Form;
- At least one (1) complete sample of the travelling bag with logo in complete paper bag packaging for evaluation and inspection.

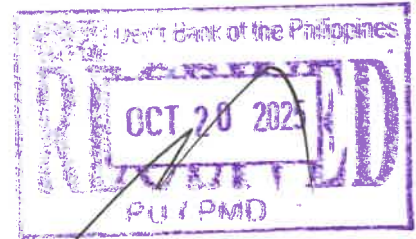
Note: The sample to be submitted must be compliant with the required specifications and must be the same as the sample presented by DBP. The sample of the supplier must be submitted within twenty (20) calendar days from the last posting day of the project at the PhilGEPS website.

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

**LILIBETH F. CASTEN / [pimd-pu-gsteam@dbp.ph](mailto:pimd-pu-gsteam@dbp.ph) / 8818-9511 local 2604**

**DEVELOPMENT BANK OF THE PHILIPPINES**

**TERMS OF REFERENCE**



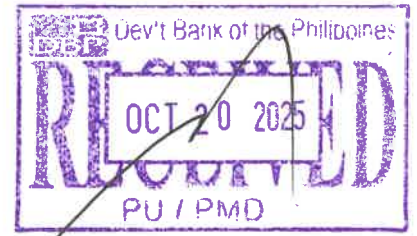
**SUPPLY, PACKAGING AND DELIVERY OF 100 PIECES TRAVELLING BAG WITH PAPER BAG PACKAGING**

- I. Total Approved Budget for the Contract (ABC) – Two Hundred Thirty-Nine Thousand Two Hundred Fifty Pesos (P239,250.00) inclusive of VAT/ applicable taxes and other charges
- II. Quantity – 100 pieces travelling bag with paper bag packaging
- III. Technical Specifications

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Material:                                                     | 100% Polyester                                                                                                                                                                                                                                                                                                                                                                                |
| Design:                                                       | Dual configuration design which converts from a duffle to a backpack using detachable, padded shoulder straps                                                                                                                                                                                                                                                                                 |
| Dimension:                                                    | At least 20.5" x 11.8" x 8.3"                                                                                                                                                                                                                                                                                                                                                                 |
| Opening and main compartment:                                 | Features a wide, U-shaped zip opening                                                                                                                                                                                                                                                                                                                                                         |
| Color:                                                        | Mostly black with red details – please refer to Annex A for the color way                                                                                                                                                                                                                                                                                                                     |
| Logo printing:<br>Logo color and size:<br><br>Logo placement: | Direct to film printing<br>One color print in white<br>Size is approximately 1.5" width proportionate (soft copy to sent by DBP)<br>Center of the bag as presented in the Annex A                                                                                                                                                                                                             |
| Other features:                                               | <ul style="list-style-type: none"><li>• Includes a side "wet pocket" for separating laundry or damp items—and can expand to roughly half the main compartment's volume (Annex B – item A.)</li><li>• Equipped with lockable, nylon-coil zippers</li><li>• Comes with a detachable, adjustable shoulder strap, plus front zip pocket for quick-access essentials (Annex B – item B.)</li></ul> |
| Paper Bag Packaging:                                          | Each duffle bag must include one (1) kraft paper bag packaging with specifications below: <ul style="list-style-type: none"><li>• Size 21" x 15" x 7"</li><li>• Color is brown</li><li>• Made from brown craft paper, die cut, assembled with DBP logo (size 1.5" width proportionate) in 2 color print, printed in one side (Annex C)</li></ul>                                              |

Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date

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**SUPPLY, PACKAGING AND DELIVERY OF 100 PIECES TRAVELLING BAG WITH PAPER BAG PACKAGING**

|  |                                                                                                                                                                                           |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>• Logo to be printed on one side of the lower left portion of the paper bag as presented in Annex C</li><li>• Strap material: cotton rope</li></ul> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please see attached image of the travelling bag and paper bag in the annexes.

**IV. Conditions of the Contract**

1. The supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject/ refuse delivery if items delivered are found to be defective and in accordance with the required specifications.
2. The DBP may terminate/ cancel the Purchase Order (PO) if the supplier fails to deliver, perform and comply with its obligations.
3. Random checking of items will be done to ensure that the items received are in good condition and compliant with the required specifications.
4. Items with defects shall be rejected. The defective item must be replaced by the supplier without additional cost to the Bank within fourteen (14) calendar days upon receipt of items.
5. The supplier warrants that the Goods supplied under the Contract are new, unused, and free from defects.
6. Delivery Period: The supplier shall deliver the item within thirty (30) calendar days after receipt of Notice to Proceed
7. Point of Delivery: DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit - Procurement and Inventory Management Department (PIMD-IMU), Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City

**V. Requirements for Submission of Proposal:**

1. Quotation (must reflect the unit cost per piece and the total cost, inclusive of taxes)
2. Copy of 2025 Mayor's/Business Permit
3. Proof of PhilGEPS Registration
4. Omnibus Sworn Statements (and Secretary's Certificate – for suppliers under partnership/ corporation)
5. Signed DBP Data Privacy Consent Form
6. At least one (1) complete sample of the travelling bag with logo in complete paper bag packaging for evaluation and inspection.

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 twenty (20) calendar days from the last posting day of the projects at the PhilGEPS website.

**VI. Others**

Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date

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**SUPPLY, PACKAGING AND DELIVERY OF ONE (1) LOT TRAVELLING BAG WITH PAPER  
BAG PACKAGING**

Terms in the Evaluation of proposal and sample:

1. Incomplete submission of requirements shall not be evaluated.
2. Quotations above the ABC shall automatically be disqualified.
3. Technical evaluation shall be undertaken by the Corporate Affairs Department.
4. The selection of the lowest calculated proposal shall be based on the lowest calculated price provided that the submitted sample item is compliant with all the required technical specifications.

**VII. Payment**

1. No down payment. Payment shall be processed after completion of delivery and submission of complete documents for payment by the supplier (i.e., Invoice, Billing Statement/Statement of Account, Certificate of Acceptance/ Completion issued by DBP, as applicable).
2. Penalty: 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.

Recommended by:

SIGNED

**MGR. JAYVEE P. CORTEZ**  
Head, Media and Advertising Unit

Approved by:

SIGNED

**FVP ZANDRO CARLOS P. SISON**  
Head, Corporate Affairs Department

Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date

**DEVELOPMENT BANK OF THE PHILIPPINES**

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**SUPPLY, PACKAGING AND DELIVERY OF 100 PIECES TRAVELLING BAG WITH PAPER  
BAG PACKAGING**

**ANNEX A**

**Dimensions**



**Top view**



Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date

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**SUPPLY, PACKAGING AND DELIVERY OF 100 PIECES TRAVELLING BAG WITH PAPER  
BAG PACKAGING**

Front view with logo placement



Main compartment opening



Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date

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**SUPPLY, PACKAGING AND DELIVERY OF 100 PIECES TRAVELLING BAG WITH PAPER  
BAG PACKAGING**

**ANNEX B**

**A. Wet pocket**



**B. Detachable, adjustable shoulder strap**



Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date

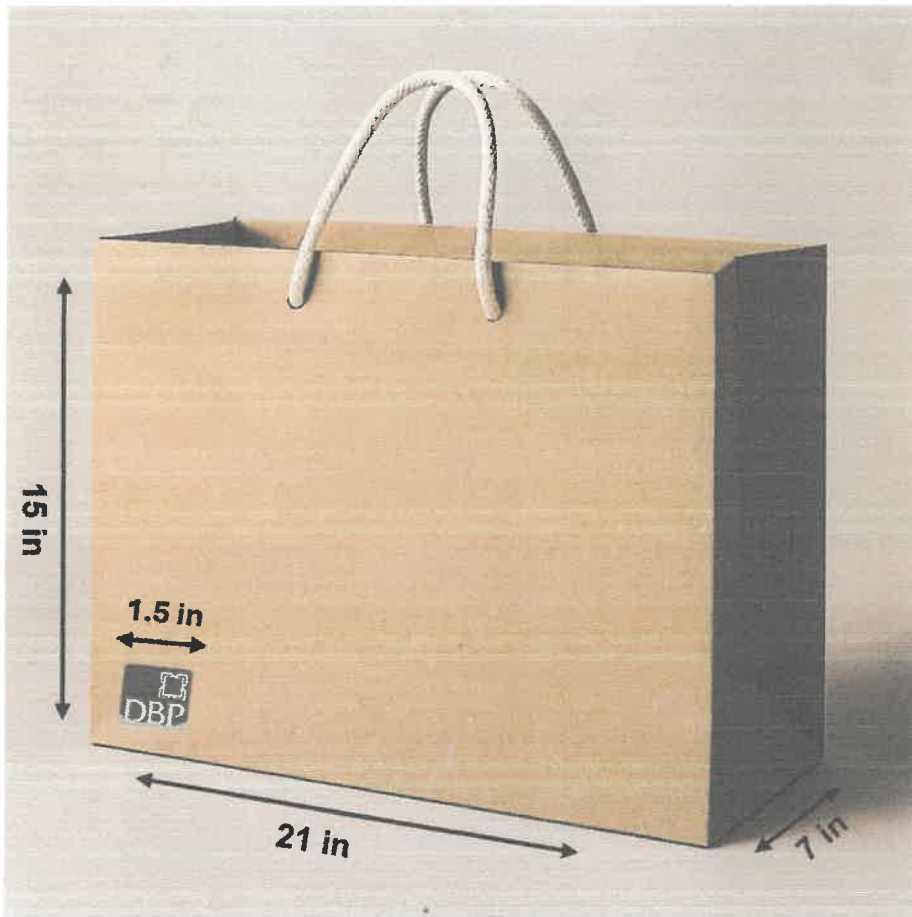
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**SUPPLY, PACKAGING AND DELIVERY OF 100 PIECES TRAVELLING BAG WITH PAPER BAG PACKAGING**

**ANNEX C**

Paper bag packaging with printed DBP logo



Actual paper bag sample



Conforme: \_\_\_\_\_  
Signature over Printed Name/Company/Date



Name of Project

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**<sup>1</sup> 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](mailto:info@dbp.ph).

<sup>1</sup>**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.

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *[Name of Supplier]* with office address at *[Address of Supplier]*;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the Development Bank of the Philippines, as supported by the attached duly notarized Secretary's Certificate;
3. *[Name of Supplier]* is not "blacklisted" or barred from bidding/submitting proposal by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Supplier]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The corporation itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

*[Name of Supplier]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

8. *[Name of Supplier]* complies with existing labor laws and standards; and

9. *[Name of Supplier]* is aware of and has undertaken the following responsibilities as a Supplier:
- a) Carefully examine all of the Terms of Reference/Technical Specifications/other documents, if applicable;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
10. *[Name of Supplier]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given to *[Name of Supplier]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ Philippines.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*  
*[Affiant's Signature over Printed Name]*  
*[Position/Designation]*  
*[Date]*

#### JURAT

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of *[month]* *[year]*.

#### NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_