



Development Bank of the Philippines

REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of 500 Boxes Calling Cards

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-PIMD-25-00630
Date of Posting/Canvass	:	11/28/2025
Deadline of Submission	:	12/03/2025 (10:00am)
Approved Budget for the Contract (ABC)	:	₱ 205,000.00

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 based on specifications *[using supplier's letterhead]*;
- Proof of PhilGEPS Registration;
- Valid/Updated Mayor's/Business Permit;
- Latest/Updated Omnibus Sworn Statement *(11 statements)*;
- Secretary's Certificate (for supplier under partnership & corporation);
- Signed DBP Data Privacy Consent Form;
- Supplier's Certification signed by the Supplier's Authorized Representative certifying paper stock of 251gsm to be used for production (Per Annex B); and
- Sample of the paper stock *(Insper Eco 251gsm Extra White)* to be used for production (with signature over printed name of supplier's authorized representative)

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 (DBP)

TERMS OF REFERENCE

Supply and Delivery of 500 Boxes of Calling Cards
Mode of Procurement: Small Value

I. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract shall be in the amount of Two Hundred Five Thousand Pesos (₱ 205,000.00) or ₱ 410.00 per box. The ABC is inclusive of all required services and taxes/charges.

The estimated cost shall be charged against the approved budget for Stationery and Supplies of the requesting Sector/Group/Department/Branch/Lending Center/Office.

II. QUANTITY: 500 Boxes (100 pieces per box). Minimum of 10 boxes per order.

III. TECHNICAL SPECIFICATIONS: As per attached approved sample layout (**Annex A**)

- No additional information shall be printed on the card

IV. TERMS OF CONTRACT

The contract shall expire after a period of one (1) year after receipt of Notice to Proceed (NTP) or after completion/consumption of the 500 boxes, whichever comes earlier.

The DBP may terminate/cancel the Purchase Order (PO) when the supplier fails to deliver, perform, and comply with its obligation as required in the contract.

V. OTHER REQUIREMENTS

1. Price quotation/proposal shall be accompanied by at least five (5) actual samples of the DBP calling cards which must be compliant to the Technical Specifications.
2. Soft copy of the design shall be provided by the Corporate Affairs Department (CAD).
3. Proposal shall be evaluated based on the lowest calculated price, provided compliant with all the requirements as provided in the specifications.
4. An initial layout of the DBP calling card will be approved by CAD and the succeeding requests shall be coursed through the requesting Business Units for approval of details (e.g. name, contact numbers, etc.) unless CAD will come out with a new design / specifications.
5. All materials/information that may come into the possession of the supplier for purposes of the completion of this requirement shall remain confidential and should not come into the possession of any Third Party without the prior consent of DBP.
6. Delivery Period – Staggered delivery/billing
 - a. Submission of calling card for layout – 5 days upon receipt of request for layout from Procurement Unit, Procurement and Inventory Management Department (PU-PIMD).
 - b. Delivery – within 10 working days after acknowledgment by the supplier of the transmitted final layout sent by PU-PIMD via email.

CONFORME:

Company Name

Name & Signature

Date

7. Place of delivery – The calling card/s shall be delivered to the DBP Head Office Building, Basement, Receiving Section, Inventory Management Unit (IMU)-PIMD. Inspection of calling card/s shall be conducted by the Receiving Section, IMU-PIMD.
8. Prospective suppliers shall submit the following:
 - a. Proposal/Quotation based on specifications;
 - b. Proof of PhilGEPS Registration;
 - c. Valid/Updated Mayor's/Business Permit;
 - d. Latest/Updated Omnibus Sworn Statement;
 - e. Secretary's Certificate (for supplier partnership/corporation);
 - f. Signed Data Privacy Consent Form;
 - g. Supplier's Certification signed by the Supplier's Authorized Representative certifying paper stock of 251gsm to be used for production (**Per Annex B**); and
 - h. Sample of the paper stock (*Inspira Eco 251gsm Extra White*) to be used for production (with signature over printed name of supplier's authorized representative).

VI. PAYMENT

1. Staggered payment upon receipt of the Sales Invoice/Billing Statement (as applicable) based on the actual quantity delivered.
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:

Recommending Approval:

SIGNED

MELBA V. BERMUDEZ
Procurement Staff

SIGNED

SM RAYMOND Q. CHANYONGCO
Head, Procurement Unit-PIMD

Approved:

SIGNED

VP FE B. DELA CRUZ
Head, Procurement and Inventory
Management Department

CONFORME:

Company Name

Name & Signature

Date

Supply and Delivery of 500 Boxes of Calling Cards

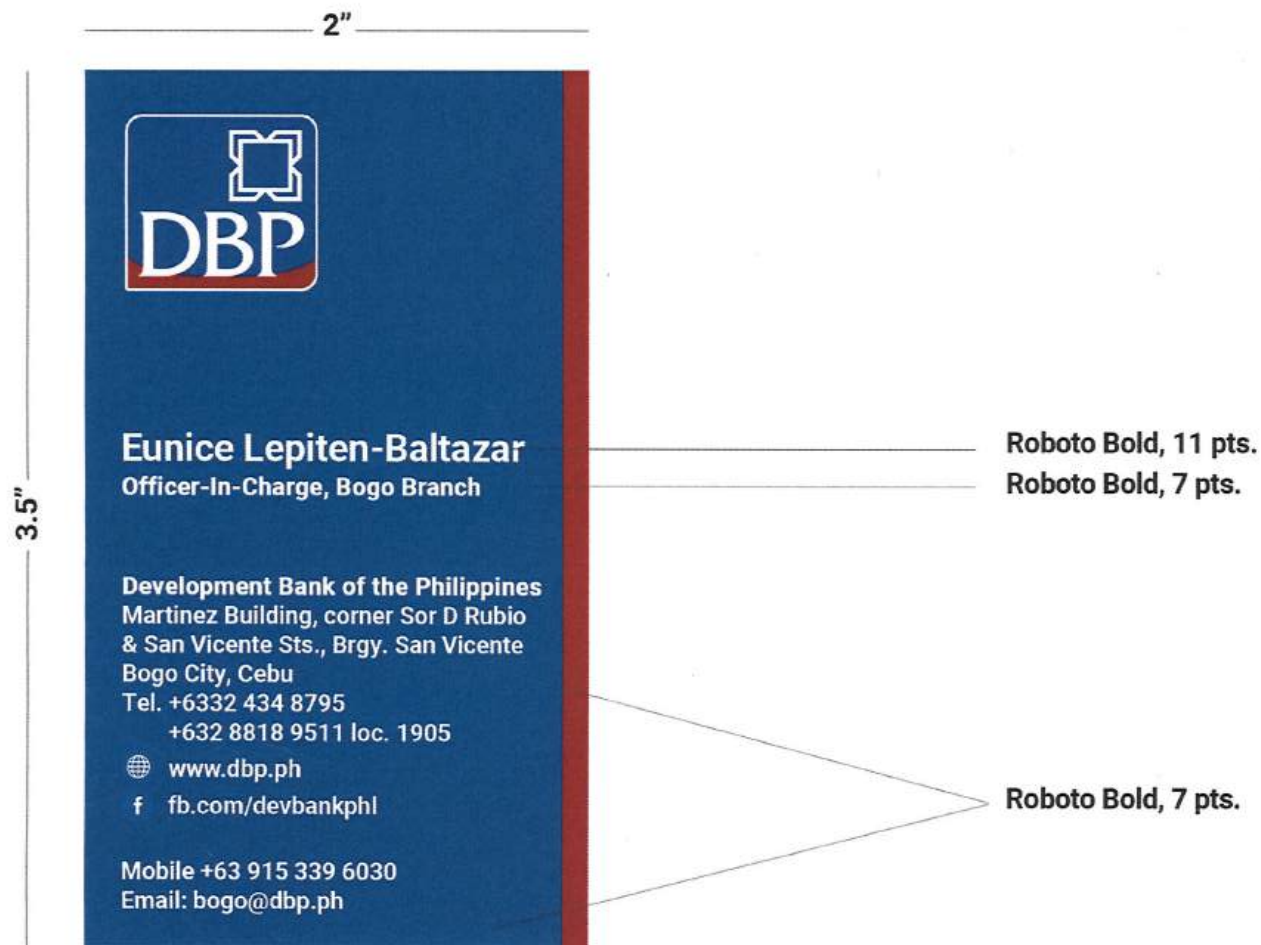
DBP BUSINESS CARD

Size : 2 X 3-1/2

Paper Type : Insper Eco 251gsm Extra White

Print : One side printing only with back
side plain
Two colors printColors : Sultan Blue - 3630-157
Dark Red - 3630-73

Font : Roboto Bold, 11 pts; 7 pts.



CONFORME:

Company Name_____
Name & Signature_____
Date

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
(Name of Company/Supplier)
for _____ the _____ project,

_____ of the Development Bank of
the Philippines, hereby CERTIFY that the attached paper sample, which will be used
for the requirements of the said project, conforms to the specifications as required
under Section II of the Technical Specifications, to wit:

Paper Requirement: **Paper Stock** - (251gsm)

Name and Signature of Supplier's Authorized Representative