



REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of 1 Lot Fresh Flowers

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-CAD-25-00619
Date of Posting/Canvass	:	12/02/2025
Deadline of Submission	:	12/08/2025 (10:00am)
Approved Budget for the Contract (ABC)	:	₱ 255,000.00

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:

- Proposal/Quotation based on specifications (must reflect the unit cost per arrangement type and the total cost, inclusive of taxes); *[using supplier's letterhead]*;
- Proof of PhilGEPS Registration;
- Valid/Updated Business/Mayor's Permit;
- Latest/Updated Omnibus Sworn Statement *(11 statements)*;
- Secretary's Certificate *(for supplier under partnership/corporation)*; and
- Signed DBP Data Privacy Consent Form

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

ONE (1) LOT OF SUPPLY AND DELIVERY OF FRESH FLOWERS



1. **Approved Budget for Contract:** Two Hundred Fifty-Five Thousand Pesos (P255,000.00), (inclusive of VAT/ applicable taxes and other charges)

Flower Arrangement	Quantity (in pcs)	Unit Cost	Total Cost
Three-Layer Standing	15	8,000.00	120,000.00
Wreath Standing	10	8,000.00	80,000.00
Long and Low	10	2,500.00	25,000.00
Centerpiece for Offering	10	1,000.00	10,000.00
Mass Table Arrangement	2	8,000.00	16,000.00
Flower Bouquets/ Basket for Offering	2	2,000.00	4,000.00
Total			255,000.00

Note: To be procured as One (1) Lot; Project shall be awarded to the Supplier with the lowest total offer amount subject to the condition that the offer amount shall not exceed the set ABC per item.

2. **Technical Specifications and Other Requirements:**

a. Inaugural/ Congratulatory/ Anniversary/ Flower Arrangement

1. Three (3) layer standing arrangement in a driftwood stand with a height of seven (7) feet and above
2. Colorful and different flowers for inaugural (e.g. oriental lilies, lisianthus, gerbera, roses, carnations, jimba mums)

b. Wreath Type Arrangement for Sympathy/Funeral

1. All white flowers with a height of six (6) feet and above and three (3) feet in diameter (e.g. white radius mums, hydrangea, roses, and anthuriums) with burlap sinamay
2. All white flowers for sympathy/ funeral arrangements with sinamay ribbon in driftwood stand

c. Long and Low Arrangement for conference table

1. Colorful and assorted flowers arranged in a rectangle basket (e.g. oriental lilies, lisianthus, carnations, hydrangea, gerberas, roses)

d. Centerpiece Arrangement for mass offering

1. Mixed colorful spring flowers, e.g. oriental lilies, gerbera, mums, hydrangea, roses, carnations

e. Mass table arrangement

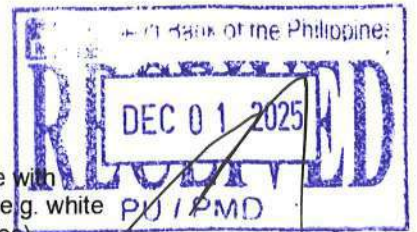
1. All white flower arrangement at the front bottom of the mass table with approximately two (2) feet tall and more than three (3) feet wide (e.g. white radius mums, anthuriums, hydrangea, jimba mums, gerberas, roses)

CONFORME:

Company Name

Name & Signature

Date



e. Mass table arrangement

1. All white flower arrangement at the front bottom of the mass table with approximately two (2) feet tall and more than three (3) feet wide (e.g. white radius mums, anthuriums, hydrangea, jimba mums, gerberas, roses)
2. Half-faced arrangement of assorted flowers in a basket more than two (2) feet in height

f. Floral bouquets/ Basket for Offering Arrangement:

1. Spring flowers wrapped in Korean wrapper or in a basket (e.g. oriental lilies, gerberas, roses, lisianthus, mums, carnations)

3. Conditions of the Contract:

- a. The supplier shall ensure that the delivered fresh flower arrangements are in accordance with the specifications required by DBP. DBP has the right to reject/refuse acceptance of the delivered flower arrangements found to be damaged and not in accordance with the given specifications.
- b. The DBP may terminate/cancel the Purchase Order (PO) if the Supplier fails to deliver, perform, and comply with its obligation.
- c. **Delivery Date and Location:** Specific dates, times, and locations shall be advised by the DBP Corporate Affairs Department through the Media and Advertising Unit Staff via Viber phone or email to the supplier, as the need arises

d. Requirements for Submission of the Proposal:

- a. Proposal Quotation based on specifications (must reflect the unit cost per arrangement type and the total cost, inclusive of taxes)
- b. Proof of PhilGEPS Registration
- c. Valid/Updated Business/Mayor's Permit
- d. Latest/Updated Omnibus Sworn Statement
- e. Secretary's Certificate (for supplier under partnership/corporation)
- f. Signed DBP Data Privacy Consent Form

e. Terms in the Evaluation of the Proposal

- a. Incomplete submission of requirements shall not be evaluated.
- b. Quotations above the 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 to the Technical Specifications and other requirements.

f. Other Terms and Conditions

- a. Supplier must deliver the specified fresh flower arrangements on specific dates, locations, and times as advised by the DBP Corporate Affairs Department
- b. Supplier shall ensure the freshness of flowers in every delivery requirement
- c. The supply and delivery of fresh flower arrangements shall be requested on a per-need basis

4. Terms of Contract:

Contract with supplier shall commence after acceptance of the Purchase Order (P.O.) to run for one (1) year, or until consumption of the contracted value, whichever comes first.

CONFORME:

5. Payment:

- _____ a. Payment shall be processed after completion of each delivery subject to the submission of the documents for payment (e.g. Invoice, Billing Statement/ Statement of Account, Certificate of Acceptance/ Completion, as applicable).

_____ Name & Signature

_____ Date

- b. 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:

Company Name

Name & Signature

Date

