



REQUEST FOR QUOTATION (RFQ)

Supply & Delivery of Storage Box

Procuring Entity : DBP Head Office
Solicitation Number : R-PIMD-26-00078
Date of Posting/Canvass : 03/31/2026
Deadline of Submission : 04/08/2026 (10:00 AM)

Item	Quantity	Unit Cost	Total Cost
Storage Box, 15 x 24 x 10	3,000	98.50	295,500.00

Kindly refer to the attached Terms of Reference for details and other conditions.

Please be guided by the following:

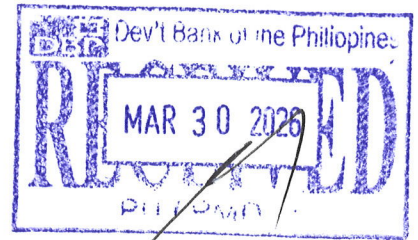
1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive 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;
- Proof of PhilGEPS Registration;
- 2026 Mayor's/Business Permit;
- Omnibus Sworn Statement;
- Secretary's Certificate (for Supplier under partnership/corporation)
- Signed DBP Data Privacy Consent Form;

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

LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604



Development Bank of the Philippines (DBP)

TECHNICAL SPECIFICATIONS

Mode of Procurement – Small Value

Supply and Delivery of Storage Boxes

I. **Approved Budget for the Contract (ABC): Two Hundred Ninety-Five Thousand Five Hundred Pesos (₱295,500.00)** (Inclusive of VAT/applicable taxes and other charges)

II. **Technical Specifications and Details:**

Item	Specifications	Quantity	Unit Price	Total Amount
Storage Box	<ul style="list-style-type: none">• Single wall corrugated box• Regular slotted carton• Size:<ul style="list-style-type: none">Length – 24" (minimum)Width – 15" (minimum)Height – 10" (minimum)• Wall thickness: 4mm (minimum)• Color: Plain brown• Tie System for top closing• With gum tape for bottom seal	3,000 pcs.	₱ 98.50	₱ 295,500.00
TOTAL				₱ 295,500.00

III. **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 delivery if item/s delivered were found to be defective and not in accordance with the required specifications.
2. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
3. **Delivery Period:** Delivery shall be within thirty (30) calendar days (CD) after receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
5. **Warranty:** Manufacturing defects shall be replaced by the Supplier for a minimum period of seven (7) Calendar days after acceptance by DBP of the delivered items without cost to the Bank. CONFORME:

Company Name

Name & Signature

Date

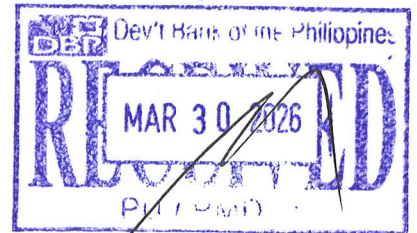
IV. Payment:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (Sales Invoice, Billing Statement/Statement of Account, and Certificate of Completion and Acceptance issued by DBP, as applicable.)
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.

V. Other Conditions:

Interested Supplier/s must submit all of the following:

- a) Signed Proposal/Quotation;
- b) 2026 Mayor's/Business Permit (BP) or Official Receipt;
- c) Proof of PhilGEPS Registration;
- d) Secretary's Certificate (for supplier under partnership/corporation);
- e) Omnibus Sworn Statement; and
- f) Signed DBP Data Privacy Consent Form.



Prepared by:

SIGNED

JOSEPH S. CASTILLEJO
Inventory Management Specialist

Checked by:

SIGNED

MARIVIC M. AQUINO
Head, Warehouse, VisMin, IMU-PIMD

Recommended by:

SIGNED

SM MICHAEL ANTOLIN F. CANCIO
OIC, IMU-PIMD

Approved by:

SIGNED

VP FE B. DELA CRUZ
Head, PIMD

CONFORME:

Company Name

Name & Signature

Date



Name of Project	Supply & Delivery of Storage Box (15 x 24 x 10)
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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**¹ 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 procurement 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.

¹**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 sole proprietor or authorized representative of *[Name of Supplier]* with office address at *[Address of Supplier]*;
2. As the owner and sole proprietor or authorized representative of *[Name of Supplier]*, I have 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 *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
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. Me and my spouse 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.
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 Supplier'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 _____

