

REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for **Hiring of Garbage Collector and Disposal Service SVP-2021-58**

Approved Budget for the Contract: ₱440,000.00 inclusive of all taxes and other charges.

1. Please quote your lowest price based on the attached specifications
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat not later than 04:00 P.M. of 2 November 2021.**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR).

TERMS AND CONDITIONS:

1. All entries must be type written.
2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**
3. Other documentary requirements for each vendor shall be as follows;

- Mayor's/Business Permit;

AND

- (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement**

OR

- (2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a Sole Proprietorship)	(if the supplier/vendor is a Corporation)
Duly notarized Special Power of Attorney	Duly notarized Secretary's Certificate
<u>AND</u>	<u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

*For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office
Sen. Gil J. Puyat corner Makati Avenues, Makati City
(+632) 818-9511 to 20 local 2610 or 2606
email: bacsecretariat@dbp.ph



SCOPE OF SERVICES

HIRING OF CONTRACTOR FOR GARBAGE COLLECTION AND DISPOSAL SERVICES FOR DEVELOPMENT BANK OF THE PHILIPPINES-HEAD OFFICE (DBP-HO)

A. THE APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is PESOS: FOUR HUNDRED FORTY THOUSAND AND 00/100 (P440,000.00), inclusive of VAT) for one (1) year.

Descriptions	Approved Budget (VAT inclusive)
1. Non-Recyclable Waste	₱ 25.00/bag (minimum 10 kilos/bag)
2. Construction Debris and other Materials	₱ 10,000.00/truck

B. SCOPE OF SERVICES

1. The CONTRACTOR shall collect from the designated collection sites of DBP unsegregated wet and dry garbage, consisting of all materials classified as non-recyclable wastes, construction debris, and other materials not classified as non-recyclable waste, for disposal at authorized dumping sites.

2. Collection Schedule:

Item Description	Collection Site	Quantity	Frequency
Non-Recyclable wastes	Garbage Collection Area, Gate 2, DBP Head Office, Makati Ave. corner Sen. G. Puyat Ave., Makati City	25 bags (Minimum per day)	Daily (Monday-Saturday)
Construction Debris and other materials	Delivery area, Annex Building, DBP Head Office, Sen. Gil J. Puyat Ave. corner Makati Ave., Makati City, Antipolo Archival Center, Sitio Kasuy I, Mambugan, Antipolo City and other places in Metro Manila where DBP may have warehouse/storage area or debris for pick-up and/or disposal	One (1) truck load per request	Upon request

3. The CONTRACTOR shall follow specific routes daily and shall observe a collection schedule of 7:00 P.M. to 5:00 A.M. from Monday to Saturday. The CONTRACTOR shall ensure that the collection sites are cleared/cleaned-up of wastes and construction debris before leaving the area.

4. The CONTRACTOR shall provide for suitable transfer and/ or staging/dumping site/s outside of DBP-HO premises. The CONTRACTOR shall ensure that collected garbage are dumped at authorized dumpsite/s.
5. An acknowledgement receipt shall be submitted by the CONTRACTOR daily indicating the number of bags collected, printed name, and signature of the CONTRACTOR'S authorized representative to be confirmed and signed by a DBP authorized representative.

C. OTHER REQUIREMENT/S

1. For Dump Trucks
 - a. The CONTRACTOR must have at least two (2) trucks in good running condition/roadworthy with capacity of at least thirteen (13) cubic meters to ensure that there will be stand-by unit for any contingency.
 - b. A collection truck shall be fumigated with appropriate odor control agents during operations. It shall be equipped with brooms, dust pan and other tools to be used to clean the collection site after the daily collection of garbage.
2. Damaged Facilities
The CONTRACTOR shall be held responsible and liable for damages to DBP facilities and utilities for the incident that may occur during the performance of the contracted services.
3. Personnel Complement
The CONTRACTOR shall, at all times, provide at least one (1) supervisor, one (1) driver and two (2) members who will collect garbage on the agreed schedule at the designated area:
 - a. A driver with a minimum of two (2) crew members/laborers for the truck shall be deployed.
 - b. A supervisor who shall be responsible for the required signatures on the Acknowledgment Receipt of collected garbage at DBP-HO for billing purposes. He/She shall be responsible for the overall management and coordination of works to be performed and shall act as the point person of contact with DBP. He/She shall have the full authority to act for and in behalf of the CONTRACTOR while in DBP premises. He shall meet the designated DBP personnel to discuss immediate problems that may occur and to ensure quick responses after notification is obtained.
 - c. All personnel of the CONTRACTOR shall be provided with company-issued identification cards (ID) and uniforms, such as, but not limited to, T-shirt with sleeves, long pants, boots, gloves and masks, which shall be worn at all times while performing the Services in the collection sites. All expenses incurred for the uniforms and IDs shall be borne by the CONTRACTOR.

D. FEES, PERMITS AND LICENSES

The CONTRACTOR shall secure all the necessary permits and/ or licenses, and pay the Tipping Fee, and such other applicable fees, which are incidental to or connected

with the disposal of the garbage from the collection sites to the designated disposal facility.

E. GROUNDS FOR TERMINATION

DBP has the sole authority to terminate the contract anytime if not satisfied with the contractor's services.

F. TERMS OF CONTRACT

The contract shall be for one (1) year effective upon receipt of Notice to Proceed.

G. PAYMENT SCHEDULE

- a. Monthly Billings shall be forwarded to Construction and Facilities Management Department (CFMD) within the following garbage collection period for voucher preparation to avoid backlogs in the payment.
- b. The amount due to the supplier for every progress billing shall be released after having certified by the Head of the Construction and Facilities Management Department (CFMD) in accordance with the project's description and scope of services/work.

H. DOCUMENTS FOR SUBMISSION

The contractor must submit the following:

- a. Quotation
- b. PHILGEPS Register Number
- c. Current/Valid Mayor's/Business Permit;
- d. Current/Valid Permit to dump issued by disposal facility; and,
- e. Omnibus Sworn Statement
- f. Conformed Scope of Services

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