

PROJECT : WASTE WATER TREATMENT OF DBP HEAD OFFICE BUILDING INCLUDING SUPPLY OF CHEMICALS AND MAINTENANCE SERVICES

LOCATION : DBP HEAD OFFICE, MAKATI AVENUE, MAKATI CITY

SUBJECT : SCOPE OF SERVICES

Waste Water Treatment of DBP Head Office Building Including Supply of Chemicals and Maintenance Services

I. APPROVED BUDGET FOR THE CONTRACT: P 662,400.00

II. SCOPE OF WORK

The Contractor shall supply and deliver all materials, tools, equipment, labor and technical supervision, including necessary chemicals for the manual chemical treatment of the Bank's six (6) chambers of Septic and waste water tank (less than 10 cubic meters) located at the following areas :

Location	Areas
DBP Head Office Building, Makati City (Total Floor Area : 26,382 mm ²) Basement	Facilities Operations (2) Genset Area (1) Warehouse (2) Drivers quarter (1)

A. Supply of Required Chemicals

- Odor Eliminator Liquid Enzyme Based** - must be a biodegradable product, which consist several strains of enzyme.
- Waste Water Treatment Chemical** – To eliminate all decaying bacteria and germs that support and hasten the degradation of organic materials
- Chemical Requirements/Consumption** – To be deliver quarterly (every three (3) months)

Particulars	Consumption
o Waste Water Treatment Chemicals	Four (4) pails monthly
o Odor Eliminator	Four (4) pails monthly
Total Consumption Annually	
o Waste Water Treatment Chemicals	Forty-Eight (48) pails
o Odor Eliminator	Forty-Eight (48) pails

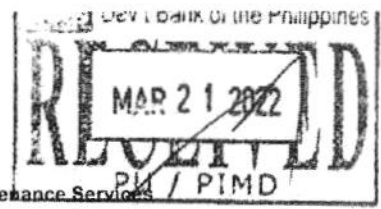
*Capacity of each pail is 20 liters.

B. Chemicals Treatment Schedule

As a general guideline before setting-up the implementation of maintenance treatment program of the system, the following procedure should be followed, to wit

- Inspection of the whole system to determine the necessity of shock dosing.
- Subject the wastewater for laboratory tests.
- Gather all specific information of the septic tanks units to be treated.
- Coordinate with DBP's accredited Pollution Control Officer.
- Make a base line data of the treatment program.
- Use of environmental friendly chemicals

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C. Program Administration, Monitoring Services & Guarantee :

Technical Supervision

On the first day of implementation of the treatment, technical supervision will be extended to the Pollution Control Officer/Technical Working Group to coordinate and introduce the proper dosing of the particular septic tank chambers of waste water.

Monitoring

Service Engineers/Technicians/Representatives of the Contractor shall conduct on the first month, wastewater sampling to monitor the efficacy of the enzymes treatment. The Contractor shall make a weekly treatment schedule for the dosing and submit report of wastewater treatment chemicals. After which, once a month will be observed. DBP will request a 3rd party to the Contractor for Test Analysis and recommendation will be presented to DBP's accredited Pollution Control Officer.

Guarantee

The Contractor shall guarantee that enzymes being use will not harm nor destroy the valuable septic tanks. Contractor to submit latest Materials Safety Data Sheet (MSDS) duly signed by a licensed Chemical Engineer and technical data to be submitted together with the proposal.

D. Follow-up /On Call Treatment

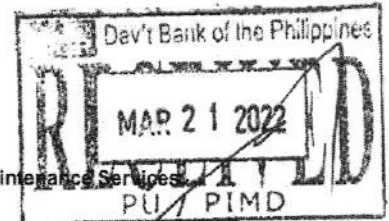
The Contractor shall render a follow-up and on call services at the need arises

III. OTHER REQUIREMENTS:

- a. The Contractor shall submit Intellectual Property Office (IPO) Certificate of Registration.
- b. The contractor shall submit to DBP a certificate issued, checked and reviewed by a registered chemist that all composition of chemicals are all **non-hazardous** chemicals and are listed on the data base of Department of Environment and Natural Resources - Environmental Management Bureau (DENR-EMB) and Philippine Inventory of Chemicals and Chemicals Substances (PICCS), to be used in this contract.
- c. The contractor shall submit to DBP a certificate of site inspection for the said project.

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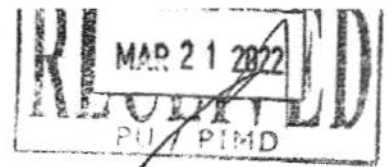
IV. CONDITIONS OF THE CONTRACT

- The Contract shall be for twelve (12) months reckoned from the date of acceptance of the Purchase Order (P.O.) unless a different and/or longer completion period or deadline is set forth in the written notice to proceed with the work to be issued by DBP.
- DBP to provide the Supplier/Contractor adequate water supply.
- The Supplier/Contractor shall ensure that the items delivered are in accordance with the specifications required.
- The Supplier/Contractor, in consideration of the payment to be made by **DBP** of the sum of money hereinafter specified, binds itself to pay, furnish, install and complete any and all necessary permits, materials, labor, tools, equipment, supplies, utilities, transportation, superintendence, supervision and other facilities for the satisfactory performance for the wastewater treatment of the **DBP Head Office Building** including supply of chemicals and maintenance services.
- The Supplier/Contractor shall be fully responsible for the safety of his men and clearly understands and agrees that no employer-employee relationship shall exist between the **Contractor's** men and **DBP**. Any damaged caused by the **Contractor** or its personnel to any property of **DBP** or injury or death to a third party shall be the sole responsibility of the **Contractor** and the later shall pay the cost or shoulder the burden thereof.
- The **DBP** shall be free from any kinds of claims, damages, liabilities or courses or action in the event the Supplier/Contractor violates any terms and conditions hereof, including any and all liabilities arising from the Contractor's non-compliance with the requirements of the Workmen's Compensation, Social Security and other labor laws.
- The Supplier/Contractor shall be required to conduct an ocular inspection of the site as a prerequisite in submitting bid proposal and must submit a notarized affidavit that they have conducted inspections. Contractors who cannot present/submit notarized affidavit will not be allowed to participate in the bidding
- All works shall be closely coordinated with the staff of the DBP's Repairs & Maintenance Unit to ensure that the same will not affect the operation of the Bank.
- **Point of Delivery:** DBP Head Office Building, Sen Gil Puyat. Delivery shall be made on staggered basis every three (3) months upon receipt of Purchase Order.

V. Payment:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (i.e. Billing Statement/Statement of Account, Certificate of Completion/Acceptance.
2. For every day of delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

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I. Documentary Requirements:

Interested Supplier/s must submit the following:

1. Proposal/Quotation
2. Valid/current PhilGEPS Certification with Registration Number
3. 2022 Mayor's/Business Permit
4. Omnibus Sworn Statement

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Per Office Order No. 234 dated 01 July 2021