



REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **REPAIR / RENOVATION OF COMFORT ROOMS LOCATED AT THE 3RD AND 4TH FLOOR OF THE DBP CEBU BUILDING**

SVP-2023-12

Approved Budget for the Contract: ₱785,176.01 inclusive of all taxes and other charges.

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat not later than 05:00 P.M. of Monday, 13 March 2023**
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;
- Business Tax Returns
- Duly accomplished Data Privacy Consent Form;
- All required documents stated in the Scope of Services: **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 AND Duly notarized Omnibus Sworn Statement	Duly notarized Secretary's Certificate AND 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

You may visit the following websites:

For downloading of Request for Quotation: <https://www.dbp.ph/invitations-to-bid/>

For DBP Statement on Zero Tolerance for Fraud, Corruption and Malpractice:

<https://www.dbp.ph/about-dbp/dbp-statement-on-zero-tolerance-for-fraud-corruption-and-malpractice/>



**REPAIR/RENOVATION OF COMFORT ROOMS AT THE 3RD AND 4TH FLOORS
LOCATED AT THE DBP CEBU BRANCH BUILDING**

I. Approved Budget for the Contract:

**SEVEN HUNDRED EIGHTY-FIVE THOUSAND ONE HUNDRED SEVENTY-SIX
PESOS AND 01/100 – Php785,176.01** (inclusive of VAT/applicable taxes)

II. Scope of Works/Technical Specifications:

1. General Requirements

- Permits (includes reproduction of blueprints and signing of plans)
- Temporary water, power and facilities
- Mobilization and demobilization
- General Cleaning/ Hauling of debris
- Health and Safety (includes DOH and DOLE health protocols compliance).

2. Site Works

- Demolition/Dismantling of existing CHB wall partitions at comfort rooms
- Dismantling of existing floor tiles, wall tiles and ceiling
- Dismantling of existing sanitary and cold waterline pipes & restoration works
- Temporary Enclosure

3. Masonry Works

- 3.1 Minimum 400 psi CHB / CMU (for slop sink and additional CHB wall partition at 3rd floor Male and Female comfort rooms)
 - a. 100 mm thick
- 3.2 Natural/ cement plaster finishes
 - a. Plain cement/ plaster finish for all new CHB/ concrete walls

4. Thermal and Moisture Protection

- 4.1 Waterproofing Works (provide 5 years warranty)
 - Elastomeric

5. Doors

- 5.1 Wood door and jamb
 - 5.1.1 WD-1 : 700 mm width x 2100 mm height w/ bottom wood louver panel
 - 5.1.2 PD-1 : 600 mm width including lock indicator & cubicle partition
- 5.2 Door Hardware
 - 5.2.1 Lock sets
 - a. Lever type, non-keyed, heavy duty (for toilet door)
 - 5.2.2 Door Closer
 - a. Surface mounted, silver color, heavy duty with hold open mechanism
 - 5.2.3 Wood Door Stopper
 - 5.2.4 Hinges (3.5 in x 3.5 in x 2.5 mm thk loose pin stainless hinges at 4 pcs/set)
- 5.3 Partitions
 - 5.3.1 12mm thk Phenolic compact board urinal partitions

6. Finishes

- 6.1 Painting of the following finishes:
 - 6.1.1 Flat Latex Paint – White (odorless)

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Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

- Ceiling
- 6.1.2 Permacoat standard color semi-gloss paint finish – color white straight from the can

- WF-1 all areas walls except with tiles, finishes and cladding
- FCU pipe/ plumbing pipes claddings

6.2 Installation of the following floor finishes:

Tile Works (To be verified by DBP)

6.2.1 FF-1: 600 mm x 600 mm – Matte Homogenous Tiles (color: Brown)

6.2.2 FF-2: 200 mm x 200 mm – Ceramic Tiles (color: White)

6.3 Installation of the following wall finishes:

Wall Tile Works

6.3.1 WF-2: 600 mm x 600 mm – White Polished Homogenous Tiles at 1.80mH from floor (provide tile edging)

6.4 Installation of the following ceiling finishes

6.4.1 C-1: 10 mm thick Gypsum board ceiling on metal furring

7. Plumbing Works

7.1 Roughing-ins:

7.1.1 Waste & vent line system inclusive of fittings & accessories

- 100 mm diameter PVC pipes
- 50 mm diameter PVC pipes
- Fittings and accessories
- Consumables
- Stainless steel dome type wall vent

7.1.2 Water line system inclusive of fittings & accessories (PPR-C Type 3)

- Polypropylene pipes (cold water only)
 - 20 mm diameter PPR pipes
- Fittings and accessories
- Consumables

7.1.3 Plumbing Fixtures

- Water closets
- Lavatory
- Faucet
- Tissue Holder
- Soap Holder
- Bidet
- Urinal including fixture
- Floor Drain
 - Stainless steel 100 mm x 100 mm
- Floor clean out (4")

8. Electrical Works

8.1 Application of Permanent Power:

8.1.1 Tap to existing building power

8.2 Wires & Cables

Repair/Renovation of Comfort Rooms at the 3rd and 4th Floors located at the DBP Cebu Branch Building

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8.2.1 3.5mm² (AWG#12) THHN stranded (150m/roll)

8.3 Pipe, Conduits, Fittings & Accessories

8.3.1 20 mm Ø (½") Flexible PVC Pipe (50m/roll)

8.3.2 20mm Ø (½") straight connector

8.3.3 20mm Ø (½") angle connector

8.3.4 20mm Ø x 3m (½") PVC pipe

8.3.5 20mm Ø (½") PVC adaptor & locknut

8.4 Boxes, Pullbox & Wire Gutter

8.4.1 4" x 4" ga#16 GI Deep-type junction box with cover

8.4.2 2" x 4" ga#16 GI, Deep-type utility box

8.5 Switches & Outlets

8.5.1 Three-gang switch with plate

8.6 Lighting Fixtures (use LED Lamps & provide 1 year warranty)

8.6.1 3W LED UFO Emergency light ceiling mounted

8.6.2 1-15W E-27 LED Bulb (Daylight) in 6" dia Recessed Mounted E-27
Socket Lighting Fixture Down-light

8.7 Other Accessories

8.7.1 Hangers and supports

8.7.2 Consumables (electrical tape, masking tape, labeling materials, PVC
cement, etc.)

9. Mechanical Works

9.1 Exhaust & Ventilation System

9.1.1 Exhaust system inclusive of pipes & exhaust air grille
a. Ceiling mounted

Notes:

- Contractor must conduct an inspection and verify actual measurements on project site.
- Contractor must remove left over materials and debris from work area.
- In case of discrepancies between working drawings and Scope of Works/Technical Specifications, the contractor shall coordinate, verify and confirm with DBP before proceeding with the works.
- Contractor must comply with the latest DOH, DOLE and LGU health protocols inside the project site.

III. CONDITIONS OF THE CONTRACT:

1. The Contractor shall ensure that the items delivered are in accordance with the specifications required by DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications / model.

Repair/Renovation of Comfort Rooms at the 3rd and 4th Floors located at the DBP Cebu Branch Building

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2. The Contractor shall submit GANTT Chart; Construction Schedule reflecting all activities needed to complete the project, their sequence and duration.
3. The Contractor shall submit sample/s of materials/fixtures for approval by DBP before fabrication/installation.
4. The Contractor shall submit 2023 Mayor's Permit, PhilGEPS Registration No., PCAB License - minimum License Category **C** or **D**, under **Classification B. General Building**, Income Tax Return and Omnibus Sworn Statement in compliance with RA 9184.
5. DBP may terminate/cancel the Contract when the Contractor fails to deliver, perform and comply with its obligation.
6. Construction Period: The Contractor shall complete the delivery and construction within forty-five (45) calendar days after receipt of Notice to Proceed (NTP).
7. Construction Site: DBP Building, Osmeña Blvd., Barangay Kalubihan, Cebu City
8. Warranty: One (1) year warranty upon completion of all works.
9. Retention: The obligation for the one (1) year warranty (reckoned from the date of completion) shall be covered by either retention money or a special bank-guarantee equivalent to ten percent (10%) of the total contract amount.
10. Performance Security: To guarantee the faithful performance of obligations, the winning bidder is required to post within ten (10) calendar days from receipt of Notice of Award, a performance security in any of the following forms and percentages:

Forms of Performance Security	Minimum % of Contract Price
Cash, cashier's/manager's check issued by a Universal or Commercial Bank.	Ten Percent (10%)
Bank draft/guarantee or Irrevocable letter of credit issued by a Universal of Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal of Commercial Bank, if issued by a foreign bank.	
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)

IV. PAYMENT:

1. One-time, full payment shall be issued upon completion of all works.
2. Once the contract duration expires, including any time extension duly granted, and the Contractor refuses or fails to satisfactorily complete the work, DBP shall impose upon the Contractor in default liquidated damages. Liquidated damage is an amount equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

Repair/Renovation of Comfort Rooms at the 3rd and 4th Floors located at the DBP Cebu Branch Building

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In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, DBP may terminate the contract or allow the contractor to continue the works without prejudice to the continued imposition of liquidated damages until the works have been completed. This does not, however, preclude DBP in resorting to Termination of Contract under Annex I of the 2016 revised IRR of RA No. 9184

V. OGCC REVIEW:

All agreements to be executed by the parties in relation to the project/transaction shall be subject to prior review/clearance of the Office of the Government Corporate Counsel (OGCC).

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date



DATA PRIVACY CONSENT FORM

By signing this consent form, I/we (as "Data Subject") grant my/our free, voluntary and unconditional consent to the collection and processing of all Personal Data (as defined below), and account or transaction information or records (collectively, the "Information") relating to me/us disclosed/transmitted by me/us in person or by my/our authorized agent/representative/s to the information database system of the Development Bank of the Philippines (DBP) and/or any of its authorized agent/s or representative/s as Information controller, by whatever means in accordance with Republic Act (R.A.) 10173, otherwise known as the "Data Privacy Act of 2012" of the Republic of the Philippines, including its Implementing Rules and Regulations (IRR) as well as all other guidelines and issuances by the National Privacy Commission (NPC).

I/we understand that my/our "Personal Data" means any information, whether recorded in a material form or not, (a) from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual, (b) about an individual's race, ethnic origin, marital status, age, color, gender, health, education and religious and/or political affiliations, (c) referring to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings, and (d) issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers and licenses.

I/we understand, further, that DBP shall keep the Personal Data and Information and the business and/or transaction/s that I/we do with DBP (the "Business") in strict confidence, and that the collection and processing of all Personal Data and/or Information by DBP may be used for any of the following purposes (collectively, the "Purposes"):

- a. to make decisions relating to the establishment, maintenance or termination of accounts and the establishment, provision or continuation of banking/credit facilities or financial products and/or services including, but not limited to, investment, trust, insurance, loan, mortgage and/or other secured transactions, financial and wealth management products and services, ATM, credit, debit, charge, prepaid or any type of card, and otherwise maintaining accurate "Know Your Customer (KYC)" information and conducting anti-money laundering and sanctions, credit and background checks;
- b. to provide, operate, process and administer DBP accounts and services or to process applications for DBP accounts, products and/or services, including banking/financial transactions such as remittance transactions and credit/financial facilities, subscription or proposed subscription of products or services (whether offered or issued by DBP or otherwise), and to maintain service quality and train staff;
- c. to undertake activities related to the provision of the DBP accounts and services including but not limited to transaction authorization, statement printing and distribution, customer service and conduct of surveys, the provision of research reports, offering documents, product profiles, customer profiling, term sheets or other product related materials, administration of rewards and loyalty programs;
- d. to provide product related services and support, including, without limitation, provision of processing or administrative support or acting as an intermediary / nominee shareholder / agent / broker / market participant / counterparty in connection with participation in various products (whether such products are offered or issued by DBP, DBP's affiliates, third parties or through other intermediaries, providers or distributors);
- e. to fulfill domestic and foreign legal, regulatory, governmental, tax, law enforcement and compliance requirements [including Philippine and/or foreign anti-money laundering, sanctions and tax obligations applicable to DBP and any of its affiliates and subsidiaries, and disclosure to any domestic or foreign market exchange, court, tribunal, and/or legal, regulatory, governmental, tax and law enforcement authority (each, an "Authority") pursuant to relevant guidelines, regulations, orders, guidance or requests from the Authority] and comply with any treaty or agreement with or between foreign and domestic Authorities applicable to DBP and/or any of its affiliates and subsidiaries, their agents or providers;
- f. to verify the identity or authority of my/our family members, friends, beneficiaries, attorneys, attorneys-in-fact, shareholders, beneficial owners (if relevant), persons under any trust, trustees, partners, committee members, directors, officers or authorized signatories, sureties, guarantors, other security and other individuals, representatives who contact DBP or may be contacted by DBP (collectively, the "Related Person/s") and to carry out or respond to requests, questions or instructions from verified representatives or other parties pursuant to DBP's then-current security procedures;
- g. for risk assessment, statistical and trend analysis and planning purposes, including to carry out data processing, statistical, credit, risk and anti-money laundering and sanctions analyses, creating and maintaining credit scoring models, and otherwise ensuring potential or ongoing credit worthiness of Data Subjects and Related Person/s, including conducting banking, credit, financial and other background checks and reviews, and maintaining banking, credit and financial history of individuals (whether or not there exists any direct relationship between the Data Subject or Related Person/s, and DBP) and creating and maintaining business development plans and activities for present and future reference;
- h. to monitor and record calls and electronic communications with Data Subject/s and Related Person/s for record keeping, quality assurance, customer service, training, investigation, litigation and fraud prevention purposes;
- i. for crime and fraud detection, prevention, investigation and prosecution;
- j. to enforce (including without limitation collecting amounts outstanding) or defend the rights of DBP and/or any of its affiliates and subsidiaries, its employees, officers and directors, contractual or otherwise;
- k. to perform internal management and management reporting, to operate control and management information systems, and to carry out business risk, control or compliance review or testing, internal audits or enable the conduct of external audits;

- l. to enable an actual or proposed assignee of DBP, or participant or sub-participant or transferee of DBP's rights in respect of the Data Subject to evaluate or consummate a transaction intended to be the subject of the assignment, transfer, participation or sub-participation;
- m. to comply with contractual arrangements or to support initiatives, projects and programs by or between financial industry self-regulatory organizations, financial industry bodies, associations of financial services providers or other financial institutions (each, an "Industry Organization"), including assisting other financial institutions to conduct background or credit checks or collect debts;
- n. to manage DBP's relationship with the Data Subject, which may include providing information about the Data Subject or a Related Person/s, to DBP and any of its affiliates and subsidiaries
- o. for marketing to me/us and to individuals with similar profiles, attributes or behavior, banking, financial, credit, investment, trust, insurance, loan, mortgage, and wealth management related products or services, conducting market, product and service research, and designing or refining any products or services including by conducting data analysis, and surveys, by various modes of communication including mail, telephone call, SMS, fax, electronic mail, internet, mobile, social media, chat, biometric, and other technological tools and development;
- p. to comply with any obligations, requirements, policies, procedures, measures or arrangements for sharing data and information within DBP and any of its affiliates and subsidiaries, and any other use of data and information in accordance with any DBP programs for compliance with tax, sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities; and,
- q. any other transactions and/or purposes analogous or relating directly thereto.

At the same time, I/we agree that the Information shall be retained by DBP for as long as necessary for the fulfillment of any of the aforementioned Purposes, and shall continue to be retained for a period of two (2) years notwithstanding the termination of any of the above Purposes.

Further, I/we understand that, with respect to my/our submission, collection and processing of the Personal Data of Related Person/s, it is my/our duty and responsibility: (i) to inform said Related Person/s of the Purpose/s for which his/their Personal Data have been submitted, collected and processed by DBP, (ii) to obtain consent from the said Related Person/s for the collection and processing of his/their Personal Data/Information in accordance with the Data Privacy Act of 2012, and (iii) to inform DBP that such consent from said Related Person/s have been obtained.

I/we hereby acknowledge that I/we have been provided with the written notification below on my/our rights as a Data Subject (each, a "Right", collectively, the "Rights") in accordance with the Data Privacy Act of 2012, to wit:

- i. to be informed whether Information and/or Personal Data is being or has been processed.
- ii. to require DBP to correct any Information and/or Personal Data relating to the Data Subject which is inaccurate;
- iii. to object to the processing of the Information and/or Personal Data in case of changes or amendments to the Information and/or Personal Data supplied or declared to the Data Subject;
- iv. to access the Information and/or Personal Data;
- v. to suspend, withdraw or order the blocking, removal or destruction of the Data Subject's Personal Data from DBP's information database system.

I/we acknowledge, further, that if I/we was/were to exercise any of the Rights enumerated above, DBP reserves its right to re-evaluate and/or terminate its Business with me/us as well as any of the Purposes and/or DBP services/products for which the Information and/or Personal Data has been collected and processed.

I/We have read and understood the above and hereby consent to, agree on, accept and acknowledge these terms of consent for myself/ourselves and/or as agent/s for and on behalf of the principal/s I/we represent by signing below

Signed in _____ on _____, 201__ .

Signature over Printed Name

or

Company Name

By:

Authorized Signatory
Signature over Printed Name

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 Unit**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 818-9511 to 20/818-9611 to 20, email: info@dbp.ph.