



## **REQUEST FOR QUOTATION**

### **Rental of Service Bus**

Procuring Entity : DBP Head Office  
Solicitation Number : P-ERD-24-00012  
Date of Posting/Canvass : 02/19/2024  
Deadline of Submission : 02/23/2024 (09:00 AM)  
Approved Budget for the Contract (ABC) : ₱415,000.00

**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.

**Documentary Requirements:**

- Proof of PhilGEPS Registration;
- Valid (2023 or 2024) Mayor's/Business permit;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation; and
- Conformed DBP Terms of Reference (with name and signature of Supplier's Authorized Representative per page)

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

**EDWARD M. RAZON / [pimd-pu-capexteam@dbp.ph](mailto:pimd-pu-capexteam@dbp.ph) / 8818-9511 local 2645 / 0917-859-2388**

*Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.*

**Name of Company/Supplier:** \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Signature over Printed Name*

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

RENTAL OF TEN (10) SERVICE BUS, INCLUSIVE OF DRIVER PER VEHICLE

<b>EVENT/PURPOSE</b>	2024 DBP FAMILY DAY CELEBRATION
<b>Approved Budget for the Contract</b>	P415,000.00 (inclusive of VAT/applicable taxes)
<b>Minimum Technical Specifications of the Bus</b>	<ul style="list-style-type: none"><li>• Air-conditioned (fully functional)</li><li>• with at least 45 seating capacity</li></ul>
<b>Scope of Services</b>	<p>Pick-up/Drop-off Point, Date, Time and Venue:</p> <p><b>Date:</b> <u>March 9, 2024</u></p> <ul style="list-style-type: none"><li>• 5:00 am to 6:00 am <b>FROM:</b> DBP Head Office Building, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City <b>TO:</b> Marikina Sports Center, 24 Sumulong Highway, Marikina, Metro Manila</li><li>• 7:00 pm <b>FROM:</b> Marikina Sports Center, 24 Sumulong Highway, Marikina, Metro Manila <b>TO:</b> DBP Head Office Building, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City</li></ul>
<b>Conditions of the Contract</b>	<ul style="list-style-type: none"><li>• The Service Provider shall ensure that the vehicle and services are in accordance with the Terms of Reference required by DBP.</li><li>• The DBP will not be responsible for any other cost incurred during and/or after the shuttle service.</li><li>• In case of mechanical/air-conditioning malfunctions, the Third-party shuttle service provider must provide immediate replacement but should not be longer than two (2) hours.</li><li>• In case of suspension due to a force majeure (e.g. typhoon, earthquake, flooding etc.) DBP can cancel the services without cancellation or penalty fee a day before the pick-up date or before 4:00 am of pick-up date.</li><li>• The DBP may undertake the necessary legal action should the Third-party shuttle service provider fail to render the required overall service.</li><li>• The DBP may terminate/cancel the Purchase Order (PO) when the supplier fails to deliver, perform and comply with its obligation.</li></ul>



Rental of a Service Bus, per Terms Of Reference

<p><b>Documentary Requirements</b></p>	<p>Interested Supplier/s must submit the following:</p> <ul style="list-style-type: none"> <li>• Proposal/Quotation</li> <li>• Valid Mayor's/Business Permit</li> <li>• PhilGEPS Registration Number or valid and current PhilGEPS Registration Certificate</li> <li>• Omnibus Sworn Statement (for winning supplier only)</li> <li>• Secretary's Certificate (for supplier under partnership/corporation)</li> <li>• Signed Request for Quotation (RFQ)</li> <li>• Copy of Comprehensive Insurance</li> <li>• Valid/current Land Transportation Office (LTO) Registration of vehicles</li> <li>• Copies of the professional licenses of the drivers.</li> <li>• Conformed Terms of Reference</li> </ul>
<p><b>Other Requirements/Conditions</b></p>	<ul style="list-style-type: none"> <li>• Provision of permits and other pertinent documents including fees, as may be necessary.</li> <li>• Must be driven by a professional driver with a license classification in accordance with the vehicle being driven.</li> <li>• Driver must be fully vaccinated (COVID-19) and always wear a face mask during the service.</li> <li>• The buses should be disinfected and sanitized before every on-boarding.</li> <li>• Fuel, oil, Toll fees, Parking Fees, Food Allocations/ Allowance for Drivers and other related fees, charges and taxes (as applicable) shall be shouldered by the supplier.</li> </ul>
<p><b>Terms in the Evaluation of Proposal</b></p>	<ul style="list-style-type: none"> <li>• Quotation above ABC shall automatically be disqualified.</li> <li>• Lowest calculated proposal shall be evaluated based on the lowest price, provided compliant with all requirements.</li> <li>• Incomplete submission of requirements shall not be evaluated.</li> </ul>
<p><b>Payment</b></p>	<ul style="list-style-type: none"> <li>• No down payment</li> <li>• Payment shall be processed after the completion of the services and subject to complete documents for payment (e.g. Billing Statement or Statement of Account, Certificate of Completion as applicable)</li> </ul>

Recommended by:

**SIGNED**

**RUDELITO L. TIRADO, JR.**  
**MANAGER**

Wellness Program/Medical Claims  
 Health and Wellness Unit/ERD-HRMG

Approved by:

**SIGNED**

**AVP ALEX F. OLIVAREZ**  
**OIC, ERD**

Per Group Order No. 2028 dated July 1, 2022