



REQUEST FOR QUOTATION

Siphoning and Cleaning Services

Procuring Entity : DBP Head Office
Solicitation Number : P-OH~PFMG-24-00221
Date of Posting/Canvass : 06/29/2024
Deadline of Submission : 07/04/2024 (05:00 PM)
Approved Budget for the Contract (ABC) : ₱85,000.00

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:

- Signed Formal Quotation/Proposal (using Supplier's Letterhead);
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Notarized Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K) (to be submitted during submission of proposal or after determination of single/lowest calculated quotation);
- Notarized Secretary's Certificate as applicable for Partnership and Corporation;
- Signed DBP Request for Quotation Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page); and
- Certificate of Site Inspection to be issued by DBP Baguio

REQUIREMENTS PRIOR TO THE SUBMISSION OF PROPOSAL:

- Interested supplier, in coordination with Engr. Kim Nathaniel P. Santos, must conduct an ocular inspection/actual assessment prior to the submission of Proposal/Quotation
- Contact No. 0998-992-0173

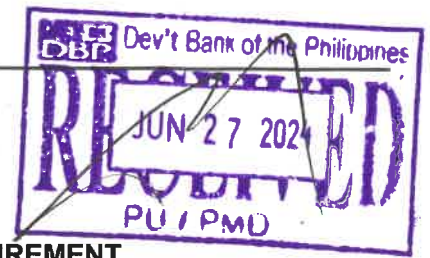
For submission of proposal and any inquiry, you may contact the following personnel:

EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 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



TERMS OF REFERENCE

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

ONE (1) LOT – SIPHONING AND CLEANING SERVICES

I. APPROVED BUDGET FOR THE CONTRACT (ABC): EIGHTY-FIVE THOUSAND PESOS (P85,000.00) INCLUSIVE OF VAT/APPLICABLE TAXES AND OTHER CHARGES.

II. SCOPE OF SERVICES:

1. Conduct siphoning and cleaning of the following septic tanks:

LOCATION	COST PER LOAD	TOTAL
DBP Training Complex	PHP 4,250.00	PHP 42,500.00
DBP Baguio Building	PHP 4,250.00	PHP 42,500.00

PHP 85,000.00

**Note: 1 Load = 10 drums (1 drum = 200 liters)*

2. Cleaning of sump pit pump (only for DBP Baguio Building).
3. Process required permits from the local government unit and DENR regarding transport and disposal of collected waste water.
4. Transport and disposal of sludge/wastewater in DENR-accredited treatment facility.
5. Cleaning of location.

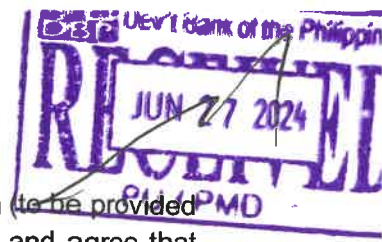
III. OTHER WORKS AND REQUIREMENTS/CONDITIONS:

1. The Supplier shall hold all obligations, duties, and responsibilities necessary to the successful completion of the contract assigned to or be undertaken, including skilled manpower, materials, tools, equipment and services thereof in accordance with the specifications and all addenda prepared by DBP.
2. The Supplier shall ensure that cleanliness level in the working area is being maintained and in compliance to applicable safety and environmental laws and regulation during the entire duration of the project.
3. There shall be no employer-employee relationship between the DBP and the technicians/personnel assigned by the Supplier.
4. All assigned personnel of the Supplier shall have appropriate identification cards while within the premises of the delivery site.

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____



5. The Supplier shall be fully responsible for the safety of his men (to be provided with Personal Protective Equipment) and clearly understands and agree that no employer-employee relationship shall exist between the Supplier's men and the DBP. Any damage caused by the Supplier or his men to any property of the DBP or injury or death to a third party shall be the sole responsibility of the Supplier and the latter shall pay the cost or shoulder the burden thereof.
6. All additional items, materials and workmanship not included in the scope of services but found necessary to complete the project and meet its objective shall be for the account of the Supplier.

IV. COMPLETION PERIOD

The Supplier must complete all works per Scope of Services within **FIFTEEN (15) CALENDAR DAYS** after the receipt of Notice to Proceed (NTP).

V. LOCATION

Sequence	Establishment	Address
First Site	DBP Baguio Building	Lower Session Road corner Perfecto St., Baguio City
Second Site	DBP Training Complex	VL Romulo Drive, Gibraltar, Baguio City

VI. TESTING/ACCEPTANCE

The Supplier shall present the status of the septic tanks in the presence of the DBP Baguio Building personnel and DBP Training Complex personnel respectively prior to the issuance of Certificate of Completion by DBP. The height of the wastewater on the chamber must be lower compared to its initial inspection.

VII. PAYMENT TERMS

1. Payment shall be processed after completion of service and subject to complete documents for payment (e.g. Billing Statement/Statement of Account, as applicable).
2. For every day of delay, 1/10 of 1% (0.001) of the price of unperformed service shall be deducted from the payment in case the Supplier fails to complete the service on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract without prejudice to other courses of action and remedies open to it.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

A handwritten signature in blue ink, located at the bottom right of the page.

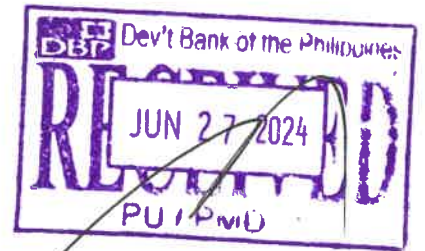
VIII. REQUIREMENTS FOR INTERESTED/PROSPECTIVE SUPPLIERS

1. The Supplier must conduct inspection and verification at the DBP Training Complex (DBPTC) and DBP Baguio Building in the presence of DBP Admin personnel prior to submission of quotation.
2. Quotation/Proposal (indicate all Scope of Services required in the Terms of Reference)
3. PhilGEPS Registration Number
4. 2024 Mayors/Business Permit
5. Omnibus Sworn Statement
6. Secretary's Certificate (supplier under partnership/corporation)
7. Signed Request for Quotation (RFQ)
8. Certification of Site Inspection to be issued by DBP

-end-

Recommended by:

SIGNED
SM MARIO A. TORREFRANCA
Head, BPMU



Approved by:

SIGNED
FVP MARIE CIELO T. VERAN
Concurrent OIC, PFMG
(Per Sector Order No. 345 dated June 6, 2024)

Conformed by:

Company: _____

Signature over
Printed Name: _____

Date: _____