



REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **PROCUREMENT OF SERVICE PROVIDER FOR GARBAGE COLLECTION AND DISPOSAL SERVICES FOR DBP HEAD OFFICE**

SVP-2024-29

Approved Budget for the Contract: ₱800,000.00 inclusive of VAT.

1. Please quote your lowest price based on the attached specifications per Terms of Reference. All quotations must be inclusive of all taxes and other charges.
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 Tuesday, 17 September 2024**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR)/Technical Specifications (TS)/ Scope of Services (SOW).

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;

- **Duly accomplished Data Privacy Consent Form;**
- **Conformance to each and every page of the Technical Specifications, duly signed by the authorized representative;**
- **All required documents stated in the Technical Specifications: 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/>



SCOPE OF SERVICES

PROCUREMENT OF SERVICE PROVIDER FOR GARBAGE COLLECTION AND DISPOSAL SERVICES FOR DBP-HO

A. THE APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **PESOS: EIGHT HUNDRED THOUSAND (P800,000.00)**, inclusive of VAT) for one (1) year.

Description of Items to be Collected and Disposed	Approved Budget (VAT inclusive)
1. Non-Recyclable Waste (Wet and Dry)	₱ 25.00/bag (maximum of 10 kilos/bag)
2. Construction Debris and other Materials	₱ 11,500.00/truck/trip

B. SCOPE OF SERVICES

1. The SERVICE PROVIDER 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 of 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 a warehouse/storage area for pick-up and/or disposal of debris.	One (1) truck load per request	Upon request

3. The SERVICE PROVIDER 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 SERVICE PROVIDER shall ensure that the collection sites are cleared/cleaned-up of wastes and construction debris before leaving the area.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

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

C. OTHER REQUIREMENT/S

1. For Dump Trucks
 - a. The SERVICE PROVIDER 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 SERVICE PROVIDER 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 SERVICE PROVIDER 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 SERVICE PROVIDER 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 SERVICE PROVIDER 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 SERVICE PROVIDER.

Conforme:
_____ Vendor's Company Name
_____ Name & Signature of Authorized Representative
_____ Designation
_____ Date

D. FEES, PERMITS AND LICENSES

The SERVICE PROVIDER 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 service provider's services.

F. TERM 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 payment.
- b. The amount due to the supplier for every progress billing shall be released after having been 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 service provider must submit the following:

- a. Quotation
- b. PHILGEPS Registered Number
- c. Current/Valid Mayor's/Business Permit;
- d. Current/Valid Permit to dump issued by disposal facility;
- e. Valid Certificate of Non-Coverage (CNC) issued by DENR's Environmental Management Bureau (EMB);
- f. Omnibus Sworn Statement; and,
- g. Conformed Scope of Services

Conforme:
_____ Vendor'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/her 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/her 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.