



Development Bank of the Philippines

### REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **Procurement of Consultancy Services for DBP's Occupational Health and Safety Program**

**SVP-2025-02**

**Approved Budget for the Contract: PhP450,000.00**

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 or Quality Management Department not later than 05:00 P.M. of Tuesday 11 March 2025**
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;
  - **Mayor's/Business Permit;**
  - **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 <b>Sole Proprietorship</b> )	(if the supplier/vendor is a <b>Corporation</b> )
Duly notarized Special Power of Attorney <b>AND</b>	Duly notarized Secretary's Certificate <b>AND</b>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

If awarded, winning suppliers/vendors must submit Tax Clearance for Final Settlement of Government Contracts prior to final payment pursuant to BIR RMO 002-2025,

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](mailto: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/>

**TERMS OF REFERENCE**  
**PROCUREMENT OF CONSULTANCY SERVICES FOR DBP'S**  
**OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

**I. INTRODUCTION**

The Development Bank of the Philippines (DBP) is committed to maintaining a safe and healthy work environment for all employees, clients, and stakeholders. To further enhance its Occupational Health and Safety (OHS) Program, DBP seeks the services of a qualified service provider to refine and strengthen its existing OHS program, in alignment with applicable laws, regulations, and the ISO 45001 Standards.

**II. OBJECTIVE**

The primary objective of this engagement is to strengthen DBP's OHS Program by identifying gaps, recommending improvements, and developing a comprehensive and sustainable approach to OHS management.

DBP aims to foster a proactive safety culture where workplace health and safety is not only a priority but also an integral part of daily operations, ensuring the well-being of its personnel, clients, and other stakeholders.

Additionally, this initiative seeks to align the OHS Program with industry best practices and regulatory requirements, laying the foundation for the establishment of an OHS Management System (OHSMS) in preparation for future ISO certification in the medium to long term.

**III. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is PESOS: **FOUR HUNDRED FIFTY THOUSAND PESOS ONLY (P450,000.00)** inclusive of applicable taxes and fees.

**IV. SERVICE REQUIREMENTS**

1. The selected bidder shall provide technical expertise and advisory services in the refinement and strengthening of DBP's OHS Program. The scope of services includes:
  - Developing OHS Enterprise Plans and Strategies
  - Conducting a comprehensive assessment of DBP's existing OHS policies, programs, and procedures
  - Identifying gaps and areas for improvement in compliance with regulatory requirements and ISO 45001 Standards
  - Reviewing and recommending strategies to harmonize existing numerous Bank committees related to OHS, e.g. EPRO, CMT, H&S
  - Assisting in the revision of OHS program, including policies, procedures, and operational controls
  - Providing recommendations for improving hazard identification, risk assessment, and incident response mechanism
  - Assisting in the formulation of monitoring and evaluation mechanisms to ensure continuous improvement of the OHS program
2. The assessment shall cover the DBP Head Office and two (2) nearby branches.

**V. SERVICE DELIVERABLES AND PAYMENT TERMS**

Services to be Rendered	Deliverables	Completion Period	Acceptance Criteria (to be evaluated/accepted by QMD/TWG)	Payment
Gap Analysis	Gap Analysis Report	5 man-days	The report includes a comprehensive	15% of the Contract

Conforme:

\_\_\_\_\_  
Vendor's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

- A comprehensive assessment of existing OHS policies and practices including identified gaps and recommendations/ corrective actions, vs. regulatory requirements and ISO 45001 Standards			review of existing OHS policies and practices. <ul style="list-style-type: none"> <li>Identified gaps are clearly documented</li> <li>Corrective actions are recommended</li> </ul>	
Review to the OHS Manual - Inputs to the revised OHS Manual/policies, guidelines, procedures, and implementation framework for DBP's OHS Program which covers the following among others: <ol style="list-style-type: none"> <li>Hazard identification and risk assessment process</li> <li>Emergency Preparedness and Response</li> <li>Incident Reporting and Handling</li> <li>Management Review</li> </ol> The review shall be done onsite in collaboration with DBP TWG	Results of review of the OHS Manual, /policies, guidelines, procedures, and implementation framework for DBP's OHS Program	10 man-days	<ul style="list-style-type: none"> <li>A summary of key changes, covering areas for improvement, is documented and submitted and acknowledged by DBP.</li> </ul>	50% of the Contract
Technical Support Advisory support to address concerns during the initial implementation phase.	Attendance to technical sessions with the DBP	5 man-days	<ul style="list-style-type: none"> <li>Advisory support/response to technical concerns/queries is provided within the defined period/timeframe.</li> </ul>	35% of the Contract

#### VI. PROJECT COMPLETION:

The total duration of the engagement shall be six (6) months commencing upon issuance of Notice to Proceed. Additionally, the consultant shall provide limited post-implementation

<p>Conforme:</p> <p>_____</p> <p>Vendor's Company Name</p> <p>_____</p> <p>Name &amp; Signature of Authorized Representative</p> <p>_____</p> <p>Designation</p> <p>_____</p> <p>Date</p>
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consultation support through the conduct of at least two (2) focus group discussion with the DBP TWG/OHS Committee, within one (1) year following the rollout of the OHS Manual.

## VII. REQUIREMENTS TO BE SUBMITTED:

For Consulting Firm	For Individual Bidders
<ol style="list-style-type: none"> <li>1. Current and Valid PhilGEPS Registration Number</li> <li>2. Mayor's or Business Permit</li> <li>3. Updated and Notarized Omnibus Sworn Statement (with the updated and notarized Secretary's Certificate designating the authorized representative of the provider updated and notarized)</li> <li>4. Notarized Curriculum Vitae of the Lead Consultant to be assigned, highlighting experience/past projects on OHS</li> </ol>	<ol style="list-style-type: none"> <li>1. Current and Valid PhilGEPS Registration Number</li> <li>2. BIR Certificate of Registration or TIN</li> <li>3. Notarized Curriculum Vitae highlighting experience/past projects on OHS</li> </ol>

## VIII. QUALIFICATION AND CRITERIA FOR EVALUATION

The Highest Rated Bidder shall be awarded following criteria as follows:

Qualification/Criteria	Document	Weight	Point System
With experience in providing OHS consultancy service	Notarized CV of the lead consultant highlighting experience/past projects on OHS	50%	<p>5point – with experience in providing consultancy service for an ISO-certified OH&amp;SMS</p> <p>3point – with experience in providing consultancy service for OH&amp;SMS but not yet certified</p> <p>1point – with experience in providing consultancy service for OHS program</p>
Amount should not exceed ABC	Quotation Form	50%	<p>5point – lowest bid amount</p> <p>3point – next lowest bid amount</p> <p>1point – all remaining bids within ABC</p>

## IX. NON-DISCLOSURE

Information about DBP and its operations in this document are considered proprietary and confidential and must be treated as such by the recipients of this TOR. In the same manner, the responses to this TOR, which shall be specified as confidential, shall not be disclosed to any third party.

- Each party agrees to hold and maintain confidential all materials and information which shall come into its possession or knowledge in connection with the project or its performance, and not to make use thereof other than for the purpose of this project.
- After completion of the project, all materials, data, proprietary information, and other related documents provided to the **SERVICE PROVIDER**, and which are hereby deemed owned by DBP shall be returned to DBP.
- The **SERVICE PROVIDER** shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with its

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confidential obligation as set forth in this Section.

- This confidentiality obligation shall survive even after the termination of the contract.
- The **SERVICE PROVIDER**'s breach of this confidentiality provision shall entitle DBP to legal and other equitable remedies including but not limited to the immediate cancellation of the contract and shall entitle DBP for claim for damages and injunctive relief under the circumstances. DBP may also elect to terminate further access by the **SERVICE PROVIDER** to any data and information.
- The winning **SERVICE PROVIDER** must strictly adhere to the Bank's information security policies and data privacy standards and other prevailing policies/circulars.

#### I. DATA PROTECTION AND SEGREGATION

- Unless prohibited by applicable law, the **SERVICE PROVIDER** shall not disclose DBP information to third parties providing services on its behalf who may collect, use, transfer, store or otherwise process it in the various jurisdictions in which they operate either for purposes related to the provisions of the Services, and/or to comply with regulatory requirements, to check conflicts, for quality, risk management or financial accounting purposes and/or the provision of other administrative support services, without the written consent of DBP, and provided further that the **SERVICE PROVIDER**, its affiliates and third parties to whom the confidential information were disclosed shall strictly adhere to the confidentiality of the information. The **SERVICE PROVIDER** shall be responsible for maintaining the confidentiality of DBP information.
- Whenever applicable in performing its obligations under this Agreement, the **SERVICE PROVIDER** shall, at all times, comply with the provisions of Republic Act No. 10173 or "the Data Privacy Act of 2012," its Implementing Rules and Regulations, and all other laws and government issuances which are now or will be promulgated relating to data privacy, segregation and the protection of personal information.

#### II. LIQUIDATED DAMAGES

If the **SERVICE PROVIDER** fails to deliver any or all of the Services within the period(s) specified in the executed Contract, the Procuring Entity shall, without prejudice to its other remedies under the executed Contract and Applicable Laws, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of the executed Contract.

#### III. OGCC REVIEW

The Parties acknowledge that the Agreement is still subject to the review/clearance of the Office of the Government Corporate Counsel (OGCC). Accordingly, the Parties agree to supplement/amend/restate the Agreement and incorporate the additional comments/revisions which the OGCC may impose in its review/clearance Memorandum, with effect from the date of signing hereof.

Conforme:

\_\_\_\_\_  
Vendor's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date