



REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **PROCUREMENT OF A SECOND PARTY OPINION PROVIDER FOR DBP'S SUSTAINABILITY BOND FRAMEWORK**

SVP-2025-19

Approved Budget for the Contract: 1,276,000.00 inclusive of all applicable tax

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. **Quotations must be inclusive of all taxes and other charges, and must be duly signed by the vendor's duly authorized representative.**
3. **Quotations must be submitted to the BAC Secretariat or Capital Markets Department, not later than 05:00 P.M. of 14 August 2025.**
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 or equivalent document**
 - **Latest Income Tax Return or equivalent document**
 - **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 <u>AND</u>	Duly notarized Secretary's Certificate <u>AND</u>
Duly notarized Omnibus Sworn Statement	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/>

TERMS OF REFERENCE

PROCUREMENT OF A SECOND PARTY OPINION PROVIDER FOR DBP'S SUSTAINABILITY BOND FRAMEWORK

I. INTRODUCTION

In 2019, the Development Bank of the Philippines ("DBP") secured a Second Party Opinion ("SPO") to confirm the alignment of the Bank's Sustainable Financing Framework (the "Framework") with the four (4) core components of international guidelines such as the International Capital Market Association's Green Bond Principles 2021, Social Bond Principles 2023, the Sustainability Bond Guidelines 2021, the ASEAN Sustainability Bond Standards, Asia-Pacific Loan Market Association Green Loan Principles 2023, Social Loan Principles 2023, and European ("EU") Taxonomy (collectively referred to herein as the "Standards").

The Framework is currently being updated and proposed to be renamed "Sustainability Bond Framework," following the updates in the Standards, changes on the eligibility and exclusionary criteria on the use of proceeds, and the organizational structure of the Bank involved in the process for project evaluation and selection. Enhancements on the proper management of proceeds are likewise incorporated in the updates to the Framework.

Pursuant to the abovementioned guidelines, principles, and standards, DBP intends to procure the services of an SPO service provider ("SPO Provider"), which shall conduct an external review and provide an SPO on the updated Framework (the "Engagement").

II. OBJECTIVES

The goal of the Engagement is to conduct an external review by the SPO Provider and the issuance of an SPO on the Framework.

The objectives for obtaining an SPO are as follows:

1. To ensure the Framework's alignment with the Standards;
2. To ensure accountability and transparency in the reporting of the allocation of proceeds and the corresponding impact of the eligible projects under DBP's sustainability portfolio; and
3. To maintain the credibility of the Framework and re-assure investors on the proper use of the bond proceeds in accordance with its intended purpose.

III. TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract ("ABC") for the procurement of an SPO Provider is **Philippine Pesos: One Million Two Hundred Seventy-Six Thousand Only (Php1,276,000.00)**.

IV. SCOPE OF SERVICES

The scope of services ("Services") that the SPO Provider is expected to provide are as follows:

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

1. Evaluation of the alignment of the Framework to third-party published sustainable finance Standards identified by DBP. The analytical components to be used to determine the alignment opinion are:
 - a. Use of proceeds;
 - b. Process for project evaluation and selection;
 - c. Management of proceeds; and
 - d. Reporting;
2. Assessment of DBP as an issuer and alignment of the Framework with DBP's sustainability strategy;
3. Evaluation of the use of proceeds in terms of environmental and social project eligibility, its alignment with the United Nations Sustainable Development Goals ("UN SDGs"), and level of contribution of the financing to an environmental or social objective;
4. Review of DBP's guidelines and processes for selecting eligible projects, such as criteria for project inclusion, governance and decision-making structures, and environmental and social impact considerations;
5. Assessment of DBP's plans to manage and track the allocation of proceeds;
6. Evaluation of DBP's commitments to allocation and impact reporting, and disclosure practices; and
7. Preparation of the SPO containing the above findings.

V. DELIVERABLES AND MILESTONE PAYMENTS

The SPO Provider is expected to deliver an SPO in a report format that includes an Executive Summary, the details covering the scope of services defined above, and a disclosure of the methodology used in the evaluation. This shall be submitted to DBP as follows:

Indicative Scope of Work/Activities	Estimated Timeline of Completion	Deliverables/Tangible Output	% of Payment (% of the Contract Costs)
Evaluation of the Framework; Initial Analysis	Within four (4) weeks from the issuance of the Notice to Proceed ("NTP")	At least one (1) Draft SPO	90%
Submission of Draft SPO			
Submission of Final SPO as accepted by DBP	Within two (2) weeks from receipt of Draft SPO	Final SPO; Certificate of Acceptance to be issued by DBP	10%
Total	Six (6) weeks		100%

VI. ENGAGEMENT TIMETABLE

The Engagement of service shall cover a period of six (6) weeks from the date of the NTP or upon completion and submission to DBP of the final deliverable as accepted by the Bank, whichever comes earlier.

VII. MINIMUM QUALIFICATIONS AND REQUIREMENTS

The SPO Provider must have the following:

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

Minimum Requirements	Supporting Documents
1. The firm must be legally operational for at least three (3) years.	Valid licenses and permits issued by appropriate regulatory authority indicating the year of validity
2. The firm must have at least five (5) on-going or completed local and international contracts for similar projects for the last five (5) years.	Letter of Confirmation signed by the firm's authorized representative, indicating the following: 1. That the firm has on-going or completed at least five (5) local and international contracts of similar nature for the last five (5) years. The details of the contracts will be attached as an annex to the letter (Format attached as Annex A); and
3. The firm or the project manager assigned to the Engagement must have successfully completed at least two (2) contracts related to the issuance of an SPO within the past five (5) years, preferably for Sustainability Bond/Finance Frameworks of financial institutions in the Philippines.	2. That the firm or project manager has successfully completed at least two (2) local projects. Samples of these two (2) completed local projects will also be attached to the letter. Further, the Curriculum Vitae ("CV") of the project manager reflecting requirement no. 3 can also be attached to the letter, as applicable.

VIII. CONDITIONS OF THE BID

1. The SPO Provider shall provide, as part of the proposal and whenever it arises during the duration of the assignment, a clear statement as to any potential or actual conflict of interest that could impair independence and objectivity.
2. Interested SPO Providers must submit the following requirements:
 - a. Proposal quotation based on specifications;
 - b. PhilGEPS Registration Number (Valid/updated PhilGEPS Platinum Membership may be submitted in lieu of the Business Permit and PhilGEPS registration number);
 - c. Latest Income Tax Return or equivalent document;
 - d. Omnibus Sworn Statement (Suggested format attached as Annex B);
 - e. Secretary's Certificate designating the authorized representative of the company; and
 - f. Signed Data Privacy Consent Form (Format attached as Annex C).
3. Terms in the evaluation of the proposal:
 - a. Incomplete submission of requirements shall not be evaluated;
 - b. Quotations above the ABC shall automatically be disqualified; and
 - c. The selection of the lowest calculated proposal shall be based on the lowest calculated price provided it is compliant with the required Scope of Services and Minimum Qualifications and Requirements.
4. It is understood that DBP reserves the right to reject any or all proposals/bids, waive any defect/s or informality/ies therein other than critical requirements of the project, or accept the proposal which is most advantageous to DBP.
5. It is understood by all bidders that all bids must incorporate the terms and conditions indicated in this TOR. Any documents submitted will be considered as DBP property and will no longer be returned to the bidders.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

6. The procurement of an SPO Provider shall be based on the rules and procedures under the Republic Act No. 12009 or the New Government Procurement Act, and its Implementing Rules and Regulations.

IX. NON-DISCLOSURE

Information about DBP and its operations which are gathered during the course of the procurement process are considered proprietary and confidential and must be treated as such by the recipients of this Terms of Reference ("TOR"). In the same manner, the responses to this TOR, shall be specified as confidential, and shall not be disclosed to any third party.

X. LIQUIDATED DAMAGES

If the SPO Provider fails to deliver any or all of the Services within the period(s) specified in the contract to be executed ("Contract"), DBP 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.

XI. MISCELLANEOUS

1. **Non-Assignment** - Assignment of any part of the contract, or payment under the contract, without the prior written consent of DBP is not allowed. Subcontracting is not allowed.
2. **OGCC Review** - The Parties acknowledge that the Contract 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 Contract and incorporate the additional comments/revisions which the OGCC may impose in its review with effect from the date of signing hereof.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

Annex A

**LIST OF LOCAL AND INTERNATIONAL CONTRACTS COMPLETED WHICH
ARE SIMILAR IN NATURE within the last five (5) years**

Business Name : _____			
Business Address : _____			
Name of Company	a) Name of Contact Person b) Address c) Email and Telephone No.	Description of Contract	a) Date Awarded b) Contract Effectivity c) Date Completed
Local Contracts			
1)			
2)			
3)			
4)			
5)			
International Contracts			
1)			
2)			
3)			
4)			
5)			
<p><i>Note: Contract of similar nature refers to domestic and international contracts for the issuance of an SPO.</i></p>			
Submitted by : _____			
(Printed Name & Signature)			
Designation : _____			
Date : _____			



DEVELOPMENT BANK OF THE PHILIPPINES

PRIVACY CONSENT FORM
Bids/Procurement

Name of Project

I, _____, (Address) _____,
(Contact Number) _____, (Email Address) _____ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**¹ and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

Signature over Printed Name

Date Signed

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 Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: info@dbp.ph.

¹**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

OMNIBUS SWORN STATEMENT

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____, *[date issued]*, *[place issued]*

IBP No. _____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____