



REQUEST FOR QUOTATION

Supply of Labor and Materials for the Preventive Maintenance Service of Two (2) units MTU 16V4000 Generator Set

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-25-00296
Date of Posting/Canvass : 07/12/2025
Deadline of Submission : 07/16/2025 (04:00 PM)
Approved Budget for the Contract (ABC) : ₱837,379.20

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.

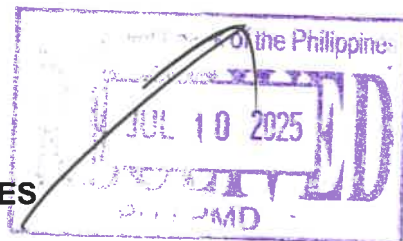
Documentary Requirements:

- Signed Formal Quotation/Proposal (using Supplier's Letterhead) with Scope of Services/Technical Specifications to prove compliance with DBP requirements;
- Proof of PhilGEPS Registration;
- Valid/Updated (2025) 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;
- Annual Income Tax Return (ITR) – BIR Form 1702-RT (CY 2023) (For ABC's above P500K);
- Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);
- Accomplished and Signed DBP Privacy Consent Form (with date, name and signature of Supplier's Authorized Representative); and
- Certificate/Authorization to Sell/provide service for Rolls-Royce MTU generator set

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

DEVELOPMENT BANK OF THE PHILIPPINES



PROJECT : SUPPLY OF LABOR AND MATERIALS FOR THE PREVENTIVE MAINTENANCE SERVICE OF TWO (2) UNITS MTU 16V4000 GENERATOR SET

LOCATION : DBP HEAD OFFICE BUILDING, SEN. GIL J. PUYAT AVE., CORNER MAKATI AVE., MAKATI CITY, PHILIPPINES

SUBJECT : TERMS OF REFERENCE

The Project shall cover the supply of labor and materials for the preventive maintenance service of two (2) units MTU 16V4000 Generator Set.

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

I. APPROVED BUDGET FOR THE CONTRACT (ABC): EIGHT HUNDRED THIRTY-SEVEN THOUSAND THREE HUNDRED SEVENTY-NINE AND 20/100 PESOS (P 837,379.20) inclusive of VAT/applicable taxes and other charges.

II. SCOPE OF WORKS

The Supplier shall hold all the obligations, duties, and responsibilities necessary to the successful completion of the contract assigned to or be undertaken by the Supplier, including all labor, materials, equipment and services, other incidentals, and furnishings thereof in accordance with the drawings, specifications and all addenda prepared by DBP.

A. Maintenance Servicing of two (2) units MTU 16V4000 Generator Set

1. Replacement of Fuel, Oil, Racor, crankcase breather and Air Filters.
2. Draining of oil into the empty drum.
3. Refilling of oil.
4. Purge air from the cooling system (bleeding).
5. Start-up and monitor Generator set parameters.
6. Download engine parameters thru MTU diagnostic tool.
7. Testing and commissioning, submit service report recommendation to RMU-CFMD.

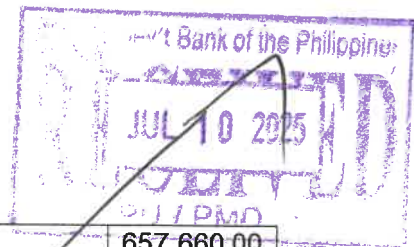
Parts to be supplied for the maintenance per generator set:

ITEM	QTY	UoM	PART NO.	DESCRIPTION	Unit Cost	Total Cost
1	2	pc	X59408300151	Fuel filter	18,990.00	37,980.00
2	5	pc	0031845301	Oil filter	5,790.00	28,950.00
3	4	pc	180945802	Air filter	17,325.00	69,300.00
4	3	pc	2020PM	Fuel separator water filter/Racor	3,500.00	10,500.00
5	6	pc	5410180233	Diaphragm, Oil separator	3,690.00	22,140.00
6	6	pc	5200180035	Oil separator filter	4,480.00	26,880.00
7	2	pc	NPN	Drum for used oil	2,000.00	4,000.00
8	14	pc	60333/P	MTU Engine oil (20L/pc)	9,220.00	129,080.00
				Cost per unit		328,830.00

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____



				Total cost for 2 units	657,660.00
				Labor Cost	90,000.00
				Total Labor and Material Cost	747,660.00
				12% VAT	89,719.20
				Grand Total	837,379.20

III. OTHER REQUIREMENTS

1. Workers should wear their company uniform and I.D.
2. Defective works and materials may be rejected by DBP any time before the final acceptance of the work rebuild/replace in accordance with the specifications with the resulting expenses chargeable to the Supplier's account.
3. The Supplier shall employ a competent supervisor acceptable to the DBP who will supervise the work on a full-time basis.
4. All trash, debris, and other waste should be placed in trash bags, sacks, or appropriate containers before disposal. DBP is an ISO 14001 certified bank, and the contractor is required to observe and abide by its rules and regulations. Upon completion of works, the Supplier shall remove all temporary structures and surplus materials before leaving the premises.
5. The Supplier shall be fully responsible for the safety of his personnel (and will be provided Personal Protective Equipment) and clearly understands and agree that no employer-employee relationship shall exist between the Supplier's personnel and the DBP. Any damage caused by the Supplier or his personnel to any property of the DBP or injury or death to a third party shall be the sole responsibility of the contractor and the latter shall pay the cost or shoulder the burden thereof.
6. The DBP shall be free and made harmless from all kinds of claims, damages, liabilities arising from the Supplier's non-compliance with the requirement of the Workmen's compensation, Social Security, and other labor laws.
7. Other terms, regulations and conditions shall follow the Revised IRR of R.A. 12009
8. To confirm date/schedule of repair of the Generator Set reckoned from the date of the receipt of Purchase Order.

IV. MANNER OF DELIVERY

1. The Supplier shall handle freight shipments from its Sales Office to Delivery location.
2. Authorized DBP representatives will inspect and receive the parts to be delivered/installed by the Supplier.

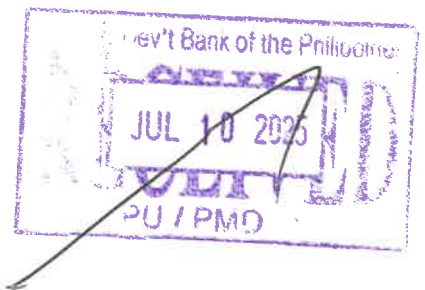
V. COMPLETION PERIOD

The Supplier shall complete all works within **twenty-one (21) calendar days** after receipt of Purchase Order or Notice to Proceed.

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____



VI. WARRANTY

The Supplier shall warrant that the services subject to the Purchase Order are free from latent defects that are not apparent during the inspection and testing periods.

In case of defect and/or any occurrence of malfunction within the next six (6) months from completion, the Supplier shall be required to replace/repair the affected part/s with another new part/s with the same brand and model without additional cost to the bank.

VII. PAYMENT

Payment shall be processed after completion of the services subject to the submission of the complete documents for payment such as: Invoice, Billing Statement of Account and Certificate of Completion/ Acceptance as applicable.

The Supplier must pay DBP liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of delayed goods scheduled for delivery for every day of delay. The liquidated damages will be imposed until such goods and accepted by DBP.

Liquidated damages shall be imposed if any or all of the contracted Goods remain undelivered on the specified date, including the duly granted extensions. When the supplier, fails to satisfactorily deliver the goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier, manufacturer, or distributor shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DBP. Such amount shall be deducted from any money due, or which may become due the supplier, or collected from any securities or warranties posted by the supplier, manufacturer, or distributor, whichever is convenient to DBP. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

VIII. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following:

1. Proposal/Quotation
2. Proof of PhilGEPS Registration
3. 2025 Mayor's/Business Permit
4. Omnibus Sworn Statement
5. Secretary's Certificate (for supplier under partnership/corporation)
6. Latest Income/Business Tax Return
7. Signed DBP Data Privacy Consent Form
8. Certificate/ Authorization to Sell/ provide service for Rolls-Royce MTU generator set.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

Recommended by:

SIGNED

SM EDWIN C. DIZON
Head, CFMD-RMU

Approved by:

SIGNED

SM ALBERTO SANTIAGO A. BERMEJO
OIC, CFMD



Name of Project	Supply of Labor and Materials for the Preventive Maintenance Service of Two (2) units MTU 16V4000 Generator Set
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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.