



**REQUEST FOR QUOTATION (RFQ)**

**Hiring of Service Provider for Employee Climate Survey**

Procuring Entity : DBP Head Office  
Solicitation Number : P-ERD-25-00406  
Date of Posting/Canvass : 08/05/2025  
Deadline of Submission : 08/11/2025 (10:00 AM)  
Approved Budget for the Contract (ABC) : Php 649,600.00

Item	Quantity	Lot Cost
Hiring of Service Provider for Employee Climate Survey	1 Lot	649,600.00

**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.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

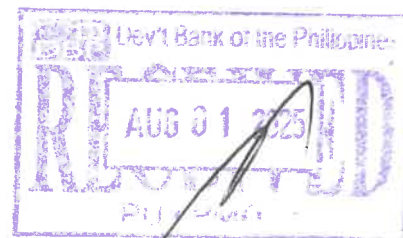
**Documentary Requirements:**

- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- Copy of DTI or SEC Registration (Must have at least 3 years of experience in conducting employee surveys, organizational assessments or related HR analytics services);
- 2025 Mayor's/Business Permit;
- Notarized Omnibus Sworn Statement;
- Secretary's Certificate (for suppliers under partnership/corporation);
- Latest Income Tax Returns (ITR)
- Signed DBP Data Privacy Consent Form;

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

**LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604**

DEVELOPMENT BANK OF THE PHILIPPINES



TERMS OF REFERENCE

**HIRING OF SERVICE PROVIDER FOR EMPLOYEE CLIMATE SURVEY**

**I. Introduction**

The Development Bank of the Philippines (DBP) will engage the services of a qualified third-party service provider to assess employee engagement, workplace satisfaction and organizational health.

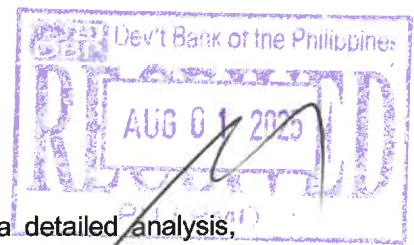
**II. Objectives**

1. Provide a confidential platform for employees to express their views;
2. Assess the following:
  - a. Employee Engagement
  - b. Job Satisfaction
  - c. Employee Net Promoter Score (eNPS)
  - d. Intention to Stay
  - e. Mental Health (Stress, Anxiety, Depression and Burnout)
3. Identify emerging workplace issues and mitigate potential risks;
4. Promote employee participation in organizational development;
5. Reinforce a culture of transparency, trust and continuous improvement; and
6. Provide recommendation to improve the policies and progress of employee engagement

**III. Scope of Work/ Services**

The Service Provider shall handle the following project components:

1. Survey Design
  - Quantitative Questions: Structured questions with predefined response options.
  - Open-ended Questions: Qualitative items allowing employees to express their thoughts freely.
2. Data Collection
  - The survey will be administered **online** using secure and confidential web-based survey forms.
  - The survey will be sent to the employees' official DBP email with a secured link from the service provider.
  - Responses will be encrypted and stored securely in a database with guaranteed anonymity.
3. Survey Administration
  - Manage the Survey Platform to ensure smooth operation and accessibility.
  - Guarantee anonymity and confidentiality to protect the identity of respondents.
  - Comply with Data Privacy Act and Privacy Standards
4. Analysis
  - Descriptive Analytics: Breakdown by demographic segments (e.g., age, tenure, sex, department, position level).
  - Predictive Analytics: Regression and segmentation models identifying drivers of each HR metric.
  - Sentiment Analysis: Thematic coding of qualitative feedback.
5. Reporting and Dissemination



- Comprehensive Report: The service provider will submit a detailed analysis, executive report, and recommendations.
- Executive Briefing: An executive briefing for HRMG and Senior Management will be conducted by the service provider to present the results of the ECS.

**IV. Approved Budget for Contract (ABC)**

Six Hundred Forty-nine Thousand and Six Hundred Pesos (P649,600.00) inclusive of VAT/applicable taxes and other charges.

**V. Deliverables and Timeline**

Deliverables are the following:

1. Custom-designed online survey form with qualitative and quantitative items compliant with the Data Privacy Act of 2012. To ensure inclusivity across all employee groups, a translated Tagalog version of the survey will be made available for permanent drivers.
2. Real-time dashboard with filtering by demographic segments. Access to an interactive HR Dashboard customized for DBP.
3. Comprehensive final report including:
  - Segment-level breakdowns
  - Predictive and thematic analyses
  - Summary of findings and recommendations
4. Executive briefings for HR and Top Management.
5. Project shall commence after the acceptance of Notice to Proceed (NTP)

Project timeline will run for thirty-one (31) working days, from preparation to completion of executive briefings.

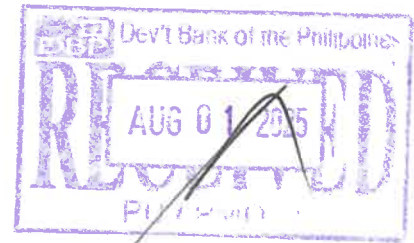
Activity	Timeline	Details
<b>Pre-implementation Preparation</b>	10 days	Finalize demographics; employee list; sign conforme; billing setup; pre-survey communication or teaser campaign to drive awareness and participation
<b>System Preparation</b>	2 days	Configure survey platform and links
<b>Data Collection</b>	5-7 days	Deploy links, monitor completion, and send daily reminders (Duration of data collection can range from one to two weeks depending on response rate)
<b>Data Analysis and Report Preparation</b>	10 days	Final report submitted 10 working days after survey closure
<b>Executive Briefing</b>	2 days	Separate presentations for HR and Senior Management

**VI. Conditions of the Contract:**

- a. The Service Provider will execute the conduct of Employee Climate Survey according to DBP's detailed Scope of Services in the TOR.
- b. DBP may terminate/cancel the Purchase Order (PO) if the Service Provider fails to deliver, perform, and comply with its obligation.
- c. Documentary Requirements. Interested Supplier/s must submit the following:
  1. Signed request for quotation based on Scope of Services (must reflect price in pesos, inclusive of taxes)

Conforme: \_\_\_\_\_  
Signature over Printed Name/Date

2. Proof of PhilGEPS Registration
3. Valid/Updated Business/Mayor's Permit
4. Omnibus Sworn Statement
5. Secretary's Certificate (for partnership/corporation)
6. Signed Data Privacy Consent Form
7. Latest Income Tax Return (ITR)
8. SEC / DTI Registration



- d. Terms in the Evaluation of the Proposal
  1. Incomplete submission of requirements shall not be evaluated.
  2. Quotations above the ABC shall automatically be disqualified.
  3. Technical evaluation shall be undertaken by the Employee Relations Department.
  4. The selection of the lowest calculated proposal shall be based on the lowest calculated price provided it is compliant with the required scope of works/services.
- e. Payment
  1. No down payment. Payment shall be processed after completion of the service subject to the submission of the complete documents for payment (such as: Invoice, Billing Statement or Statement of Account and Certificate of Completion, 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 perform the service on time. Once the cumulative amount of liquidated damages reaches ten (10%) of the amount of the PO, the DBP rescind or terminate the contract without prejudice to other courses of action and remedies open to it.
- f. Qualifications of Prospective Service Provider
  1. Must be a legally registered entity operating in the Philippines.
  2. Must have at least three (3) years of experience in conducting employee surveys, organizational assessments, or related HR analytics services.
  3. Must have completed at least two (2) projects involving employee engagement or climate surveys for government agencies or private corporations with satisfactory experience.

**Recommended by:**

SIGNED

**Armileene C. Mercene**  
HR Specialist, Employee Engagement Unit - ERD

**Approved by:**

SIGNED

**SM Arlene Guevara - Masangcay**  
OIC, Employee Relations Department  
Per G.O No. 2555 dated 31 July 2025

Conforme: \_\_\_\_\_  
Signature over Printed Name/Date



Name of Project	
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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**<sup>1</sup> 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](mailto:info@dbp.ph).

<sup>1</sup>**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 \_\_\_\_\_