



## **REQUEST FOR QUOTATION**

### **Descaling of Centralized Air-conditioning Units**

Procuring Entity : DBP Head Office  
Solicitation Number : P-CFMD-25-00398  
Date of Posting/Canvass : 09/13/2025  
Deadline of Submission : 09/17/2025 (10:00 AM)  
Approved Budget for the Contract (ABC) : ₱1,710,000.00

**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.

**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;
- Latest Annual Income Tax Return (ITR) – BIR Form 1702-RT (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)
- Certification from the Manufacturer that the Supplier is an Authorized Service/Maintenance Provider of Hitachi Air-conditioning Units.
- Safety Data Sheet (SDS) of the chemicals to be used for the descaling

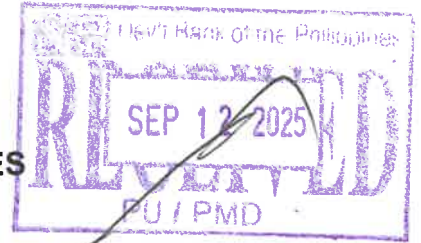
For submission of proposal and any inquiry, you may contact the following personnel:

**CLYD JUSTINE U. ESGUERRA / [cjuesguerra@dbp.ph](mailto:cjuesguerra@dbp.ph) / 8818-9511 local 2603 / 0916-683-7151**

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

Descaling of Centralized Air-conditioning Units



- I. **Approved Budget for the Contract (ABC):** ₱1,710,000.00 (inclusive of VAT/applicable taxes and other charges)

II. **Scope of Works**

**The Supplier shall be responsible for the successful completion of descaling works of the nineteen (19) units HITACHI Model RP-50WSYG (Made in Japan) centralized air-conditioning units of the Development Bank of the Philippines, Head Office building which includes the following:**

- a. Draining the water from the condenser ✓
- b. Pouring of chemicals from the condenser ✓
- c. Soaking the condenser to soften scales ✓
- d. Draining and flushing the chemicals from the condenser ✓
- e. Swabbing the condenser tubes ✓
- f. Flushing of residual scales ✓
- g. General leak test ✓
- h. Testing of safety devices and controls and re-commissioning of the equipment. ✓
- i. Monitoring and data gathering ✓

III. **Conditions of the Contract:**

1. DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
2. **Completion Period:** The Supplier shall complete the project within six (6) weeks or forty-two (42) calendar days after receipt of Notice to Proceed (NTP).
3. **Project location:** DBP Head Office Building), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
4. **Warranty:** 3 months for poor workmanship.

IV. **Payment:**

1. Payment shall be processed after completion of the project and upon issuance of the Certificate of Completion and Acceptance by DBP subject to the submission of complete documents for payment (e.g. Invoice, Billing Statement/Statement of Account).

V. **Liquidated damages:**

The Supplier shall deliver the services within the period as specified in the Purchase Order.

Liquidated damages shall be imposed if any or all of the contracted Goods/Services remain undelivered on the specified date, including the duly granted extensions.

Conformed by:

Company: \_\_\_\_\_

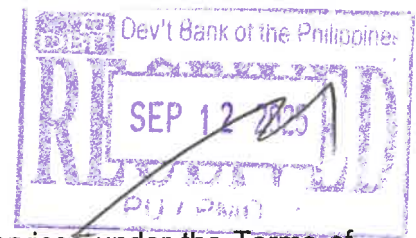
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Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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When the Supplier fails to satisfactorily deliver the goods/services under the Terms of Reference within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Supplier 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/services scheduled for delivery for every day of delay until such goods/services are finally delivered and accepted by the Procuring Entity. The Procuring Entity need not prove that it has incurred actual damages to be entitled to liquidated damages. 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 the Procuring Entity.

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.

If delays are likely to be incurred beyond its control, the Supplier shall promptly notify the Procuring Entity in writing, providing details of the causes and duration of the expected delay. The Procuring Entity may, at its discretion, grant a time extension based on meritorious grounds, with or without the imposition of liquidated damages.

#### VI. 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. Certification from the Manufacturer that the Supplier is an Authorized Service/Maintenance Provider of Hitachi Air-conditioning Units.
9. Safety Data Sheet (SDS) of the chemicals to be used for the descaling.

Recommended by:

**SIGNED**  
SM EDWIN C. DIZON  
Head, RMU-CFMD

**SIGNED**  
SVP RONALDO U. TEPORA

Conformed by:

Company: \_\_\_\_\_

Signature over

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Concurrent OIC, PFMG  
Per Office Order No. 283 dtd 06/20/2025



Name of Project	P-CFMD-25-00398 - Descaling of Centralized Air Conditioning Units
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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.