



REQUEST FOR QUOTATION

Preventive Maintenance Service of Generator Set

Procuring Entity : DBP Head Office
Solicitation Number : P-OH~PFMG-25-00507
Date of Posting/Canvass : 09/24/2025
Deadline of Submission : 10/01/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱575,000.00

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)

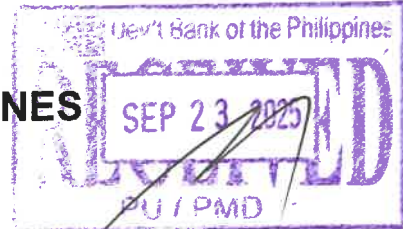
For submission of proposal and any inquiry, you may contact the following personnel:

CLYD JUSTINE U. ESGUERRA / cjuesguerra@dbp.ph / 8818-9511 local 2603 / 0916-683-7151

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

PREVENTIVE MAINTENANCE SERVICE OF GENERATOR SET



- I. APPROVED BUDGET FOR THE CONTRACT (ABC) IN PESOS:
FIVE HUNDRED SEVENTY-FIVE THOUSAND (₱ 575,000.00) INCLUSIVE OF
VAT/APPLICABLE TAXES AND OTHER CHARGES

Description	Quantity	Amount
Preventive Maintenance Service of Generator Set	1 lot	₱ 575,000.00

II. SCOPE OF SERVICES

Generator Type	Location
✓ 644kVA Cummins Standby Diesel Generator	DBP Baguio Building, Lower Session Road Corner Perfecto St., Baguio City
✓ 250VA F.G. Wilson Standby Diesel Generator	DBP Training Complex, VL Romulo Drive, Gibraltar, Baguio City
✓ 75kVA Fil-Gen Standby Diesel Generator	DBP Training Complex, VL Romulo Drive, Gibraltar, Baguio City

1. Replacement of the following items:

- ✓ a. Fuel Filters
- ✓ b. Oil Filters
- ✓ c. Water Filters
- ✓ d. By-Pass Oil Filter
- ✓ e. Engine Oil (SAE#40)
- ✓ f. Engine Coolant
- ✓ g. Air Filter

(Note: Other specifications per manufacturer's standard)

- 2. Functional inspection and retightening of the whole generator assembly
- 3. Refill the fuel tank of each three (3) generator sets with 200L (1 drum) of diesel fuel for a total of 600L (3 drums). Drums are to be provided by DBP.
- 4. Pressure washing of radiator and radiator pump.
- 5. All replaced items shall be presented and reported with documentation photos to the DBP Baguio Building and DBP Training Complex admin personnel.

Conformed by:

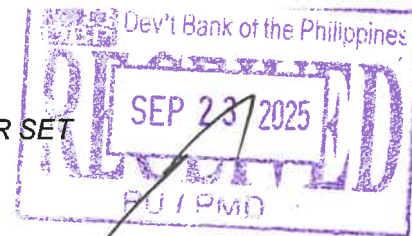
Company: _____

Signature over

Printed Name: _____

Date: _____

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III. CONDITIONS OF THE CONTRACT

1. The supplier shall ensure that the preventive maintenance is in accordance with the scope of services required by the DBP. DBP has the right to reject delivery if item/s delivered is found to be defective and not in accordance with the required scope of services.
2. The DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) if the supplier fail to deliver, perform, and comply with its obligation.
3. The supplier shall provide an accomplished service report upon completion of the project.
4. **Delivery/Completion Period:** The Supplier shall complete all works within **thirty (30) calendar days after receipt of PO/NTP.**
5. **Completion Location:**

DBP Baguio Building, Lower Session Road corner Perfecto Street, Baguio City
and
DBP Training Complex, V.L. Romulo Drive, Gibraltar, Baguio City.

IV. TESTING/ACCEPTANCE

The Supplier shall conduct a test run of the three (3) generator sets for fifteen (15) minutes in the presence of the DBP Baguio Building/Training Complex personnel prior to the issuance of Certificate of Completion and Acceptance.

V. PAYMENT

- / 1. No downpayment/advance payment.
- / 2. Payment shall be processed after completion of work and subject to submission of complete documents such as:
 - / a. Delivery Receipt
 - / b. Invoice/Billing Statement
 - / c. Certificate of Acceptance/Completion issued by DBP
3. For every day of delay, 1/10 of 1% (0.001) of the price of the unperformed service quantity shall be deducted from the payment in case the Supplier fails to deliver the services on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract without prejudice to other courses of action and remedies open to it.

VI. WARRANTY

1. At least one (1) year warranty on services.
2. The Supplier warrants that the services provided under the Contract are required to maintain the elevator in accordance with the manufacturer's original specification.

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____

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PREVENTIVE MAINTENANCE SERVICE OF GENERATOR SET

3. The obligation of the warranty shall be covered by retention money equivalent to 3% of the total contract price. The retention money shall only be released one (1) year after completion of services while the remaining warranty period shall be covered by a paper warranty.

VII. REQUIREMENTS PRIOR TO SUBMISSION OF PROPOSAL

- ✓ The Supplier must conduct an ocular inspection and verification at the DBP Baguio Building with telephone number (074) 448-0093, 8:00AM to 5:00PM Mondays to Fridays.

VIII. DOCUMENTARY REQUIREMENTS FOR INTERESTED/PROSPECTIVE SUPPLIERS:

- ✓ 1. The Supplier's office must be within the Cordillera Autonomous Region, in order to shorten the length of time needed to respond for assistance for unexpected breakdowns or as need arises.
- ✓ 2. Quotation/Proposal (indicate the Scope of Services to verify compliance with DBP requirements)
- ✓ 3. Proof of PhilGEPS Registration Number
- ✓ 4. 2025 Mayors/Business Permit
- ✓ 5. Omnibus Sworn Statement
- ✓ 6. Secretary's Certificate (for suppliers under partnership/corporation)
- ✓ 7. Latest Income/Business Tax Return (ITR)
- ✓ 8. Signed DBP Data Privacy Consent Form

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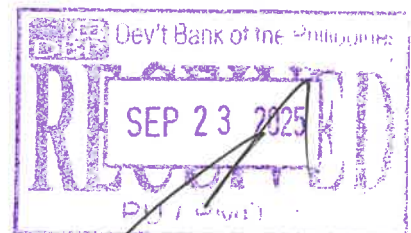
Recommended by:

SIGNED

ENGR. JOSE FRANCISCO E. PEREZ

SM-OIC, BPMU

(per Office Order No. 325 dated 14 July 2025)



Approved by:

SIGNED

SVP RONALDO U. TEPORA

OIC, PFMG

(Per Office Order No. 283 dated June 20, 2025)

Conformed by:

Company: _____

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Signature over

Printed Name: _____

Date: _____



Name of Project	P-OH~PFMG-25-00507 - Preventive Maintenance Service of 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.