



REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **SERVICE PROVIDER FOR GARBAGE COLLECTION AND DISPOSAL SERVICES FOR DBP-HO**

SVP-2025-35

Approved Budget for the Contract: 700,000.00 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 Construction and Facilities Management Department, not later than 05:00 P.M. of 6 October 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;**
 - **Latest Income Tax Return**
 - **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/>



SCOPE OF SERVICES

PROCUREMENT OF SERVICE PROVIDER FOR GARBAGE COLLECTION AND DISPOSAL SERVICES FOR DBP-HO

A. THE APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **PESOS: SEVEN HUNDRED THOUSAND (P700,000.00)**, inclusive of VAT) for one (1) year.

Description of Items to be Collected and Disposed	Approved Budget (VAT inclusive)
1. Non-Recyclable Waste (Wet and Dry)	P 28.00/bag (maximum of 10 kilos/bag)
2. Construction Debris and other Materials	P 11,500.00/truck/trip

B. SCOPE OF SERVICES

1. The SERVICE PROVIDER shall collect from the designated collection sites of DBP unsegregated wet and dry garbage, consisting of all materials classified as non-recyclable wastes, construction debris, and other materials not classified as non-recyclable waste, for disposal at authorized dumping sites.

2. Collection Schedule:

Item Description	Collection Site	Quantity	Frequency
Non-Recyclable wastes	Garbage Collection Area, Gate 2, DBP Head Office, Makati Ave. corner Sen. G. Puyat Ave., Makati City	25 bags (minimum per day)	Daily (Monday-Saturday)
Construction Debris and other materials	Delivery area of Annex Building, DBP Head Office, Sen. Gil J. Puyat Ave. corner Makati Ave., Makati City; Antipolo Archival Center, Sitio Kasuy I, Mambungan, Antipolo City and other places in Metro Manila where DBP may have a warehouse/storage area for pick-up and/or disposal of debris.	One (1) truck load per request	Upon request

3. The SERVICE PROVIDER shall follow specific routes daily and shall observe a collection schedule of 7:00 P.M. to 5:00 A.M. from Monday to Saturday. The SERVICE PROVIDER shall ensure that the collection sites are cleared/cleaned-up of wastes and construction debris before leaving the area.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

4. The SERVICE PROVIDER shall provide for suitable transfer and/ or staging/dumping site/s outside of DBP-HO premises. The SERVICE PROVIDER shall ensure that collected garbage are dumped at authorized dumpsite/s.
5. An acknowledgement receipt shall be submitted by the SERVICE PROVIDER daily indicating the number of bags collected, printed name, and signature of the SERVICE PROVIDER'S authorized representative to be confirmed and signed by a DBP authorized representative.

C. OTHER REQUIREMENT/S

1. For Dump Trucks
 - a. The SERVICE PROVIDER must have at least two (2) trucks in good running condition/roadworthy with capacity of at least thirteen (13) cubic meters to ensure that there will be stand-by unit for any contingency.
 - b. A collection truck shall be fumigated with appropriate odor control agents during operations. It shall be equipped with brooms, dust pan and other tools to be used to clean the collection site after the daily collection of garbage.
2. Damaged Facilities
The SERVICE PROVIDER shall be held responsible and liable for damages to DBP facilities and utilities for the incident that may occur during the performance of the contracted services.
3. Personnel Complement
The SERVICE PROVIDER shall, at all times, provide at least one (1) supervisor, one (1) driver and two (2) members who will collect garbage on the agreed schedule at the designated area:
 - a. A driver with a minimum of two (2) crew members/laborers for the truck shall be deployed.
 - b. A supervisor who shall be responsible for the required signatures on the Acknowledgment Receipt of collected garbage at DBP-HO for billing purposes. He/She shall be responsible for the overall management and coordination of works to be performed and shall act as the point person of contact with DBP. He/She shall have the full authority to act for and in behalf of the SERVICE PROVIDER while in DBP premises. He shall meet the designated DBP personnel to discuss immediate problems that may occur and to ensure quick responses after notification is obtained.
 - c. All personnel of the SERVICE PROVIDER shall be provided with company-issued identification cards (ID) and uniforms, such as, but not limited to, T-shirt with sleeves, long pants, boots, gloves and masks, which shall be worn at all times while performing the Services in the collection sites. All expenses incurred for the uniforms and IDs shall be borne by the SERVICE PROVIDER.

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

D. FEES, PERMITS AND LICENSES

The SERVICE PROVIDER shall secure all the necessary permits and/or licenses, and pay the Tipping Fee, and such other applicable fees, which are incidental to or connected with the disposal of the garbage from the collection sites to the designated disposal facility.

E. GROUNDS FOR TERMINATION

DBP has the sole authority to terminate the contract anytime if not satisfied with the service provider's services.

F. TERM OF CONTRACT

The contract shall be for one (1) year effective upon receipt of Notice to Proceed.

G. PAYMENT SCHEDULE

- a. Monthly Billings shall be forwarded to Construction and Facilities Management Department (CFMD) within the following garbage collection period for voucher preparation to avoid backlogs in payment.
- b. The amount due to the supplier for every progress billing shall be released after having been certified by the Head of the Construction and Facilities Management Department (CFMD) in accordance with the project's description and scope of services/work.

H. DOCUMENTS FOR SUBMISSION

The service provider must submit the following:

- a. Proposal/Quotation
- b. Proof of PhilGEPS Registration
- c. Current/Valid Mayor's/Business Permit;
- d. Current/Valid Permit to dump issued by disposal facility;
- e. Valid Certificate of Non-Coverage (CNC) issued by DENR's Environmental Management Bureau (EMB);
- f. Omnibus Sworn Statement; and,
- g. Conformed Scope of Services

-end-

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

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 _____