



REQUEST FOR QUOTATION

Preventive Maintenance Services of Fire Detection Alarm System (FDAS) of DBP Baguio Building

Procuring Entity : DBP Head Office
Solicitation Number : P-OH~PFMG-25-00557
Date of Posting/Canvass : 10/14/2025
Deadline of Submission : 10/21/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱700,000.00

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 eleven (11) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- Latest Income/Business Tax Return (ITR)
- 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);
- Certificate of Inspection to be issued by DBP.

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 SERVICES OF FIRE DETECTION ALARM SYSTEM **(FDAS) OF DBP BAGUIO BUILDING**

I. APPROVED BUDGET FOR THE CONTRACT (ABC) PESOS: SEVEN HUNDRED THOUSAND (P 700,000.00) INCLUSIVE OF ALL APPLICABLE TAXES

Description	Quantity	Amount
Preventive Maintenance Services of Fire Detection Alarm System (FDAS) of DBP Baguio Building	1 lot	P 700,000.00

II. SCOPE OF SERVICES

1. Periodic Maintenance

- ✓ a) FDAS Control Panel
- ✓ b) Back-up Battery
- ✓ c) Smoke / Heat Detectors
- ✓ d) Manual Pull Stations or Manual Call Point
- ✓ e) Alarm Bell or Horn Strobe
- ✓ f) Interfaced Devices
- ✓ g) Fire Pump and Jockey Pump System
- ✓ h) Fire Pump and Jockey Pump Controller
- ✓ i) Pump Hose and Miscellaneous Components
- ✓ j) Pressure Operated Relief Valve
- ✓ k) OS & Y Control Valves
- ✓ l) Alarm Check Valves
- ✓ m) Main & Sectional Drain Valves

2. Other Requirements

- ✓ a) Functional inspection and testing of the whole FDAS, Fire Pump and Jockey Pump assembly.
- ✓ b) All replaced items shall be presented and reported with documentation photos to the DBP Baguio Building admin personnel.
- ✓ c) The Supplier shall conduct a fire drill following the completion of the initial Preventive Maintenance Service (PMS). The fire drill must include a minimum of ten (10) participants from the DBP Baguio Building personnel and tenants, and must be performed in the presence of the Bureau of Fire Protection (BFP).
- ✓ d) The Supplier shall conduct a periodic maintenance twice a year or semi-annually during normal working hours between 8:00AM to 5:00PM Monday – Saturday except holidays within the one (1) year contract period.

III. CONDITIONS OF THE CONTRACT

- ✓ 1. The supplier shall ensure that the preventive maintenance service is in accordance with the scope of services required by the DBP. DBP has the right to

Conformed by:

Company: _____

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Signature over

Printed Name: _____

Date: _____

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**PREVENTIVE MAINTENANCE SERVICES OF FIRE DETECTION ALARM SYSTEM
(FDAS) OF DBP BAGUIO BUILDING**

reject delivery if services 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 fails to deliver, perform, and comply with its obligation.

3. **Delivery/Completion Period:** The Supplier shall complete all works within thirty (30) calendar days after receipt of PO/NTP.

4. **Completion Location:**

DBP Baguio Building, Lower Session Road corner Perfecto Street, Baguio City

IV. TESTING/ACCEPTANCE

The Supplier shall conduct a test run of the FDAS, Fire Pump and Jockey Pump in the presence of the DBP Baguio Building 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.

VI. WARRANTY AND RETENTION

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 FDAS, Fire Pump and Jockey Pump in accordance with the manufacturer's original specification.

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.

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.

Conformed by:

Company: _____

Signature over

Printed Name: _____

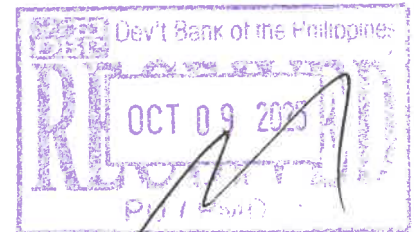
Date: _____

**PREVENTIVE MAINTENANCE SERVICES OF FIRE DETECTION ALARM SYSTEM
(FDAS) OF DBP BAGUIO BUILDING**

**VIII. DOCUMENTARY REQUIREMENTS FOR INTERESTED/PROSPECTIVE
SUPPLIERS:**

- ✓ 1. Quotation/Proposal (indicate the Scope of Services to verify compliance with DBP requirements)
- ✓ 2. Proof of PhilGEPS Registration
- ✓ 3. 2025 Mayors/Business Permit
- ✓ 4. Omnibus Sworn Statement
- ✓ 5. Secretary's Certificate (for suppliers under partnership/corporation)
- ✓ 6. Latest Income/Business Tax Return (ITR)
- ✓ 7. Signed DBP Data Privacy Consent Form
- ✓ 8. Certificate of Inspection to be issued by DBP.

-end-



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: _____

Signature over

Printed Name: _____

Date: _____



Name of Project	Preventive Maintenance Services of Fire Detection Alarm System (FDAS) of DBP Baguio Building
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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.