



## REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **ENGAGEMENT OF SERVICES FOR A QUANTITY SURVEYOR-REPOSTING**

SVP-2026-04

**Approved Budget for the Contract inclusive of all applicable tax: Php 1,900,000.00**

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, until 05:00 P.M. of 23 March 2026.**
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;
    - 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 <b>Sole Proprietorship</b> )	(if the supplier/vendor is a <b>Corporation</b> )
Duly notarized Special Power of Attorney AND Duly notarized Omnibus Sworn Statement	Duly notarized Secretary's Certificate AND 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](mailto: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/>



DEVELOPMENT BANK OF THE PHILIPPINES  
 Head Office: Sen. Gil J. Puyat Avenue corner  
 Makati Avenue, Makati City, Philippines



**TERMS OF REFERENCE**

**Engagement of Quantity Surveyor (QS)**

The Quantity Surveyor (QS) shall undertake the following:

- a. **Evaluation and Assessment** of the DBP prepared Bill of Quantities (BOQ) and Estimated Project Cost of Four (4) DBP Infrastructure or Construction Projects; and
- b. **Setting-up of Parametric Cost Model/s** for New Office Building Grounds-up Construction and Fit-out/Renovation of Existing Office Building/Space

**I. APPROVED BUDGET FOR THE CONTRACT (ABC): ONE MILLION NINE HUNDRED THOUSAND PESOS (Php 1,900,000.00) inclusive of VAT/ applicable taxes.**

**II. MODE OF PROCUREMENT:** Small Value Procurement

**III. SCOPE OF SERVICES:**

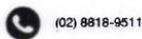
The QS shall be responsible for the following:

**1. Bill of Quantities (BOQ) Evaluation and Assessment**

- a. Conduct a thorough evaluation and assessment of BOQs based on available building plans for the **four (4) DBP Infrastructure projects (combination of Branch, Branch-Lite Unit and Grounds-up Construction projects)**. The evaluation and assessment shall cover all the activities, scope of works, and technical specifications, including identification of discrepancies, omissions, and duplications;
- b. Validate the prices/rates of materials, labor, equipment, and rentals, ensuring alignment with the approved plans, drawings, specifications and site conditions; and
- c. Prepare or revise BOQs as maybe necessary and reflect Project Cost Estimates for the aforementioned projects, as a result of its assessment.

**2. Parametric Cost Model**

- a. Review historical estimated project cost data of various DBP branches involving New Office Building Construction and Existing Office Building/Space Fit-out/Renovation as reference;
- b. Provide comparative analysis of cost available benchmarks, ideally similar provincial projects in private banks; and
- c. Update and revise parametric cost models, formulae, computations based on current market conditions, inflationary trends, regional variations, and other related and relevant factors;



<b>Conforme:</b>
_____
Vendor's Company Name
_____
Name & Signature of Authorized Representative
_____
Designation
_____
Date

**IV. A. LEGAL ELIGIBILITY**

Interested service provider must submit the following documents as basis for the procuring of the firm's capability to undertake the project.

1. Company Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.
2. Track Record – list of clients for similar services indicating description of contract scope, contract duration, contract value, contact references in the last five (5) years.
3. Certificates and Accreditation – including Quality Certificates, (e.g. ISO, TUV, SGS or other related certifications), company affiliations and distinctive awards or citations.

Submissions will be assessed using a straightforward on a pass-or-fail criterion. Pass means presence of fulfillment of eligibility requirements while Fail means absence. Only those who pass will be evaluated under Section B below.

**IV. B. TECHNICAL ELIGIBILITY: QUANTITY SURVEYOR (QS) QUALIFICATIONS AND EXPERIENCE**

The QS must nominate qualified staff with experience in the conduct of quantity surveying and cost estimates as well as project management experience in both private and government infrastructure projects.

**Table 1: Minimum Key Personnel and Positions**

Position / Key Staff	Relevant Experience	Minimum Education	Required Qualifications
Senior Quantity Surveyor	at least 10 years	Bachelor's degree in Architecture or Civil Engineering, or other related relevant engineering field	<p>Experience in construction estimation and project management including procurement/tendering and contract management of private and government infrastructure projects.</p> <p>Candidates must submit a comprehensive Curriculum Vitae (CV) indicating the number of years of relevant experience including updated PRC licenses for verification.</p>
Quantity Surveyor	at least 5 years	Bachelor's degree in Architecture or Civil Engineering, or other related relevant engineering field	<p>Experience in construction estimation for private and government infrastructure projects</p> <p>Candidates must submit a comprehensive Curriculum Vitae (CV) indicating the number of years of relevant experience including updated PRC licenses for verification.</p>

DBP shall evaluate bids using the Quality Based Evaluation/Selection (QBE/QBS), procedure. Highest Rated Bid (HRB) shall be based on the following criteria for Quality-Based Evaluation:



(02) 8818-9511



info@dbp.ph



www.dbp.ph

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

CRITERIA		WEIGHT
Qualification of Key Personnel	<b>A. Technical Adequacy for the Assignment</b>	
	<b>Senior Quantity Surveyor (Team Leader)</b> • Years of Experience in Quantity Surveying	30%
	<b>Quantity Surveyor</b> • Years of Experience as Quantity Surveyor	10%
	<b>B. Relevant Seminars and Technical Trainings Attended</b>	
	<b>Senior Quantity Surveyor (Team Leader)</b> <b>Quantity Surveyor</b>	30% 10%
<b>Job Capacity</b>	<b>Number of Other Technical Personnel in the Firm Relevant to the Project</b> • Number of Other Technical Personnel relevant to the project	20%
<b>TOTAL</b>		<b>100%</b>

#### V. DELIVERABLES

- A. The Approved Budget for the Contract (ABC) which is inclusive of Value Added Tax/applicable taxes and other charges necessary to complete the services shall be paid to the QS upon complete submission of required reports that includes but not limited to the following:
1. Validated BOQ for the four (4) infrastructure projects to include summary of findings and necessary adjustments or recommendations.
  2. Parametric Cost Model/s to include all assumptions, cost benchmarks, formula, sample computations, user manual/guidelines and/or training materials.
- B. All deliverables shall be completed and submitted by the QS to DBP within **thirty (30) calendar days** from the receipt of the Notice to Proceed (NTP).
- C. All reports shall be delivered to the CFMD, 6/F DBP Head Office, Sen. Gil Puyat Ave. cor. Makati Ave., Brgy. Urdaneta, Makati City.

#### VI. PAYMENT TERMS

The QS shall provide a fixed lump-sum fee for the entire project, including a fixed daily/monthly rate in case there will be amendment in the event of any unavoidable time overruns.

Lump-sum pricing shall apply, whereby the QS shall be responsible for covering all costs, inclusive of fees, operating costs, office operational costs and taxes.

**ONE-TIME, FULL PAYMENT** shall be processed by CFMD upon final review in terms of completeness and conformity to the scope of services and acceptance of the required reports by the Property Appraisal and Credit Investigation Department (PACID) and submission of other complete documents (e.g., Billing Statement/Statement of Account, Invoice, etc.).

Conforme:
_____
Vendor's Company Name
_____
Name & Signature of Authorized Representative
_____
Designation
_____
Date

**VII. OTHER TERMS AND CONDITIONS**

Liquidated damages for the delay in performance of obligations/deliverables shall be in the amount equivalent to one tenth of one percent (1/10 of 1%) of the cost of the project for each lapsed calendar day of delay reckoned from the target date of completion, and until the services are completed and accepted or taken over by the DBP.

-end-

<p>Conforme:</p> <hr/> <p>Vendor's Company Name</p> <hr/> <p>Name &amp; Signature of Authorized Representative</p> <hr/> <p>Designation</p> <hr/> <p>Date</p>
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