



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION
No. 25-049A



The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure "**Procurement of Septic Waste Management Service for the DBM Central Office**" for FY 2025 in accordance with **Section 34** (Small Value Procurement) of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 or the New Government Procurement Act.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions), and C (Detailed Technical Specifications)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than October 24, 2025, 2:00 P.M.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of the following documents must also be submitted along with your signed quotation/proposal: **(1) 2025 Business/Mayor's Permit; (2) PhilGEPS Registration Number; (3) Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC); and (4) Wastewater Discharge Permit.** A **valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages)** may be submitted in lieu of the Business/Mayor's Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms)** with **attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable**, and **Income/Business Tax Return (for ABC's above Php 500k)**¹ within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation².

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at jestrera@dbm.gov.ph.


AARON ALBERTO A. ESCALONA
Director III, and Concurrent 
Chief Administrative Officer

¹ Manually filed tax returns or filed through the EFPS

² Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____ ←

Name of Company: _____ ←

Address: _____ ←

Name of Store/Shop: _____ ←

Address: _____ ←

TIN: _____ ←

PhilGEPS Registration Number: _____ ←

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATIONS

- 1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.

Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
A. One (1) Lot Procurement of Septic Waste Management Service for the DBM Central Office					
I.	Qualifications of the Service Provider or the Bidder (See attached Annex C for the Detailed Technical Specifications, Section 3.0)	1 Lot	_____ ←		
II.	Materials, Tools, Equipment, and Labor (See attached Annex C for the Detailed Technical Specifications, Section 4.0)		_____ ←	←	←
III.	Scope of Work (See attached Annex C for the Detailed Technical Specifications, Section 5.0)		_____ ←		
IV.	Payment Terms (See attached Annex C for the Detailed Technical Specifications, Section 6.0)		_____ ←		

*The above-quoted prices are inclusive of all costs and applicable taxes

SCHEDULE OF REQUIREMENTS				
Item	Description	Quantity	Delivery Schedule	Bidder's Statement of Compliance
I.	Submission of Certificates and/or Permits issued by the Department of Environmental and Natural Resources (DENR) or the Environmental Management Bureau: a. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) b. Wastewater Discharge Permit	N/A	Upon submission of the quotation	_____ ←
II.	Conduct of Pre-Implementation Meeting		Within seven (7) calendar days after receipt of the Notice to Proceed (NTP)	_____ ←

SCHEDULE OF REQUIREMENTS

Item	Description	Quantity	Delivery Schedule	Bidder's Statement of Compliance
III.	Submission of Work Plan: a. Proposed Work Plan b. Final Work Plan	N/A	a. Within seven (7) calendar days after receipt of NTP b. Within three (3) calendar days after the conduct of pre-implementation meeting	_____
IV.	Siphoning and hauling of liquid and semi-solid waste from the septic tank and general manual cleaning/removal of solid waste accumulated inside the septic tanks of the DBM Central Office		Within thirty (30) calendar days upon approval of the Final Work Plan	_____
V.	Submission of Certificate of Siphoning/Desludging of Septic Tanks, Hauling, Transport, and Treatment of Wastewater/Septage		Within five (5) calendar days after the completion of the service	_____

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
Three Hundred Ninety Thousand Pesos Only (Php 390,000.00)	In words: _____ _____ _____
	In figures: _____ _____ _____

PAYMENT DETAILS

<i>Payment Terms:</i>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	



CONFORME:

- _____
Signature over Printed Name
(Authorized Representative)
- _____
Position/Designation
- _____
Office Telephone No.
- _____
Fax/Mobile No.
- _____
Email address/es



TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) *calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. In compliance with Section 3(a) of the IRR of RA No. 12009 or the New Government Procurement Act and consistent with Administrative Order No. 34 s. 2020, the DBM shall publish on its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

_____ ←

Signature over Printed Name
(Authorized Representative)

_____ ←

Position/Designation

_____ ←

Office Telephone No.

_____ ←

Fax/Mobile No.

_____ ←

Email address/es

Detailed Technical Specifications

1.0 Project Title

Procurement of Septic Waste Management Service for the DBM Central Office

2.0 Objective

To promote a healthy and clean work environment by ensuring the proper disposal of accumulated residual, liquid, semi-solid, and solid waste inside the septic tanks, through a one-time siphoning, hauling of liquid and semi-solid waste, and general manual cleaning/removal of solid waste, of the DBM Central Office

3.0 Qualifications of the Service Provider (Bidder)

3.1 Licenses/Certifications

3.1.1 The Service Provider must have secured and maintained, at its own expense, all necessary registrations, licenses, and/or permits, if any, as required by laws, rules, and regulations. The Service Provider shall likewise comply with all pertinent laws, rules, and regulations.

3.1.2 The Service Provider shall submit during the bid submission the following documents issued by the Department of Environment and Natural Resources (DENR) or the Environmental Management Bureau (EMB):

3.1.2.1 Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)

3.1.2.2 Wastewater Discharge Permit

3.2 Project Personnel

3.2.1 The Service Provider shall assign and focal person who will coordinate with the AS-GSD, and lead and oversee the implementation of this project.

3.2.2 The Service Provider shall ensure that all personnel assigned to this project are knowledgeable in conducting siphoning, desludging, general cleaning, and treatment of septic tanks, including hauling of its waste.

4.0 Materials, Tools, Equipment, and Labor

- 4.1 All materials, tools, equipment, supervision, and labor needed to deliver the obligations arising from this contract shall be on the account of Service Provider.

5.0 Scope of Work

5.1 Submission of Work Plan

- 5.1.1 The Service Provider shall submit a proposed work plan within seven (7) calendar days after the receipt of NTP which shall include, but is not limited to, the following:
- 5.1.1.1 The work schedule shall cover the activities from the start up to completion.
 - 5.1.1.2 The following shall be indicated in the work plan
 - 5.1.1.2.1 number of workers;
 - 5.1.1.2.2 tools and equipment; and
 - 5.1.1.2.3 number of hauling trucks to be deployed in the DBM.
- 5.1.2 A pre-implementation meeting with the Administrative Service-General ~~Services~~ ^{SNA} Division (AS-GSD) shall be scheduled within seven (7) ~~calendar~~ ^{calendar} days after the receipt of the NTP.
- 5.1.3 A final work plan, considering the inputs provided by the AS-GSD, shall be submitted by the Service Provider within three (3) calendar days after the conduct of pre-implementation meeting, subject to the approval by the AS.
- 5.1.4 The Service Provider shall commence work upon approval of the final work plan

5.2 General Requirements

- 5.2.1 The services shall cover approximately 175 cubic meters of waste from the 5 septic tanks, with each tank containing approximately 35 cubic meters of volume.

The quantities stated above are indicative and for bidding purposes only. During contract implementation, the actual volume of waste siphoned may increase or decrease. In such a case, a corresponding adjustment in the actual amount payable shall be applicable, as may be warranted, but not to exceed the contract price.

Septic Tank Dimensions

Building Description	Chamber	Length, m	Width, m	Height, m	Volume, cu.m	Total Volume cu.m
Building I	Digestive	4.3	2.73	2	23.48	30.36
	Leaching	1.4	2.73	1.8	6.88	
Building II	Digestive	No data but included in the project (Composed of more or less 82 units toilets (water closets) and more or less 40 units of urinals.)				
	Leaching					
Building III	Digestive	4.3	2.73	2	23.48	30.36
	Leaching	1.4	2.73	1.8	6.88	
Building IV	Digestive	3	1	2.1	6.30	18.90
	Leaching 1	1.5	1	2.1	3.15	
	Leaching 2	1.5	1	2.1	3.15	
	Leaching 3	1.5	1	2.1	3.15	
	Leaching 4	1.5	1	2.1	3.15	
Multipurpose Building	Digestive	3	1.35	1.5	6.08	10.33
	Leaching	2.1	1.35	1.5	4.25	

5.2.2 The Service Provider shall haul and transport all the waste materials to a DENR-accredited treater/disposal facility.

The Service Provider must have a hauling truck with a minimum volume capacity of four (4) cubic meters for residual waste and for wastewater.

5.2.3 The Service Provider shall, at its own expense, dispose of the materials hauled in accordance with the existing laws, regulations and procedures set forth by EMB, DENR, and other applicable Philippine regulatory agencies.

5.2.4 The Service provider agrees to conform with the provisions of all laws, ordinances, rules and regulations pertaining to the work under the contract. It shall give all notices required by such laws, ordinances, rules and regulations, and pay all fees payable to any public authority or official in respect of the work herein provided.

5.2.5 The Service Provider shall complete the services within thirty (30) calendar days upon approval of the final work plan.

In case of changes to schedule, the Service Provider shall inform the AS-GSD at least two (2) calendar days before the supposed schedule of engagement and shall give a definite date where the activity shall be conducted instead.

- 5.2.6 The Service Provider must coordinate all activities and work done related to the project with AS-GSD representative for proper monitoring and coordination.
- 5.2.7 The Service Provider shall be liable for any loss, property damage, or injury caused by the fault or negligence of its technical staff assigned to the DBM. It shall assume full responsibility, releasing the DBM from any related liability.
- 5.2.8 The Service Provider must comply with all standard health and safety requirements to include, among others, the use of personal protective equipment by all workers, proper Identification Cards and observe company rules and regulations on safety and security.
- 5.2.9 The service provider shall keep the septic tank area clean and free from any waste caused by the siphoning before leaving the DBM premises.

6.0 Payment Terms

- 6.1 One-time payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, and auditing laws, rules, and regulations:
 - 6.1.1 Sales Invoice/Billing on a per truckload basis, but not to exceed the total contract amount
 - 6.1.2 Certificate of Siphoning/Desludging of Septic tanks, Hauling, Transport, and Treatment of Wastewater/Septage issued by the Service Provider
 - 6.1.3 Certificate of Acceptance issued by the AS