



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

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**REQUEST FOR QUOTATION**  
**No. 25-041A**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Waterproofing of Building IV"** for FY 2025 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

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 with Plans and Drawings)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than September 23, 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 your **2025 Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms) and Income/Business Tax Return (for ABC's above Php 500k)**<sup>1</sup> 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 Quotation<sup>2</sup>.

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

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

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<sup>1</sup> Manually filed tax returns or filed through the EFPS

<sup>2</sup> 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.
2. 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)
	<b>Waterproofing of Building IV</b>	<b>One (1) Lot</b>			
A	<b>General Conditions/ Specifications</b> - In accordance with Item I of Annex C, Detailed Technical Specifications			← N/A	N/A
B	<b>Scope of Works</b> - In accordance with Item II of Annex C, Detailed Technical Specifications			← N/A	N/A
C	<b>Additional Requirements</b> - In accordance with Item III of Annex C, Detailed Technical Specifications			← N/A	N/A
D	<b>Warranty of the Supplier</b> - In accordance with Item IV of Annex C, Detailed Technical Specifications			← N/A	N/A

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

<b>SCHEDULE OF REQUIREMENTS</b>			
Item	Description	Delivery Schedule	Bidder's Statement of Compliance
A	Submission of Work Plan	Within seven (7) calendar days from the receipt of Notice to Proceed	←
B	Implementation and Completion of Works	Within sixty (60) calendar days from the approval of Work Plan	←
C	Submission of Warranty Certificate	Within 7 calendar days from the issuance of Certificate of Acceptance by the Administrative Service	←

<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Seven Hundred Fifty-Nine Thousand Pesos Only</b>  <b>(Php759,000.00)</b>	In words: _____ _____ _____ In figures: _____ _____ _____

<b>PAYMENT DETAILS</b>	
<b><i>Payment Terms:</i></b>	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 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in 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**

**Project Title: Waterproofing of Building IV**

Item	Specifications
I	<b>GENERAL CONDITIONS / SPECIFICATIONS</b>
	<p><b>A. CONDITIONS</b></p> <ul style="list-style-type: none"> <li>a. Survey of actual site conditions affecting normal working procedure and submitting the same in writing for determination and approval of Administrative Service (AS)</li> <li>b. Confinement of all works within areas designated by AS; following strictly the Local and National Building Code, national laws for public safety, Workmen's Compensation Act 1906, and proper working conditions.</li> <li>c. Maintain adequate number of workers and appropriate equipment at all times to ensure a realistic program of work.</li> <li>d. Provide temporary barricades, railings, fencing, warning signs and lights, as construction includes protection for the duration of the construction.</li> <li>e. Cleaning from time to time during construction; removing rubbish, dirt, etc, caused by or results from the work done.</li> <li>f. Protect all adjoining property from any damage.</li> <li>g. Protect construction from any untoward incident within its control.</li> <li>h. Cleaning, clearing and hauling of any debris, construction wastes, refuse, junks, etc.</li> </ul> <p><b>B. GENERAL CONDITIONS OF THE CONTRACT</b></p> <ul style="list-style-type: none"> <li>a. The specifications shall be interpreted only by AS. No excuses shall be entertained for misinterpretation on the specifications after the award of the contract. All work as deemed provided by the AS shall be carried out properly by the supplier.</li> <li>b. The Supplier is required to submit samples or swatches before implementation of the same to eliminate the need for site errors. Furthermore, the supplier is required to re-verify with AS all details, may it be for architectural, mechanical, electrical, plumbing and sanitary, before implementation of works.</li> </ul>

- c. Correction of work before final payment: The supplier shall promptly remove from the premises all work condemned by AS as failing to conform to the contract and the supplier shall promptly replace and re-execute its own work in accordance with the contract and without expense to the DBM.
- d. Correction of work after Final Payment: Neither the final certificate nor payment nor any provision in the bidding documents shall relieve the supplier of responsibility for faulty materials or workmanship and it shall remedy any defects due thereto and pay for any damage to other work resulting therefrom, which shall appear within a period of one (1) year from the date of acceptance of work by the owner.
- e. The supplier shall at all times keep the premises free from accumulation of waste materials or rubbish caused by the works. At the completion of the work, the contractor shall remove all its rubbish from and about the building and all its tools, scaffoldings and surplus materials.
- f. DBM shall not be responsible for (a) death or injury to the contractor or any of its employees or laborers; and (b) any damage to the contractor's equipment or materials.
- g. All workers shall follow the health and safety protocol being implemented on site (e.g., wearing of Personal Protective Equipment).
- h. Once the project is completed, a joint inspection by the Supplier and the AS shall be done to check the workmanship prior to acceptance. The supplier shall immediately rectify and complete any deficiency that will be found on the project, at no additional cost to the DBM.

**C. MATERIAL AND EQUIPMENT COMPLIANCE**

- a. Concrete Repair
  - i. Minor cracks (Concrete Sealer)
    - Color: White
    - Modified Acrylic type
    - 1-2 hours drying time
    - Water based
    - Alkaline and Efflorescence resistant
    - Water cleanup
    - 1 coat or as needed
  - ii. Major crack (Concrete Filler)
    - Solvent-free two-component epoxy resin
    - High level of water and chemical resistance
    - Excellent adhesion to concrete
    - Low viscosity
    - High levels of compressive and tensile strength.
    - 24 hours curing time

b. Waterproofing Membrane

- Cementitious waterproofing, one brand only throughout the entire project
- Water-Based Acrylic Polymer
- Excellent UV exposure resistance
- 30 minutes to 1 hour recoating interval
- 24 hours curing time
- Paint ready after 3-5 days
- Can be easily mended in the event of damage.
- Flexible on thin surfaces application
- Excellent adhesive and tensile strength
- Weather resistant
- Color: for approval of DBM-AS

c. Primer/Sealer

- 1 coat or as needed
- Two-component epoxy penetrating sealer
- Epoxy-Polamide
- 5-24 hours drying time

d. Polyurethane Floor Coating (top coat)

- Color: for approval of DBM-AS, one brand only throughout the project
- 2 coats or as needed
- High Water-penetration Resistance
- Acrylic-isocyanate Polymer
- High-Gloss Finish
- 24 hours drying time
- Water cleanup
- UV and weather resistant
- Durable on adverse weather conditions
- Excellent color retention

e. Elastomeric Paint (topcoat, for elevator shaft, parapet wall and cantilever slab)

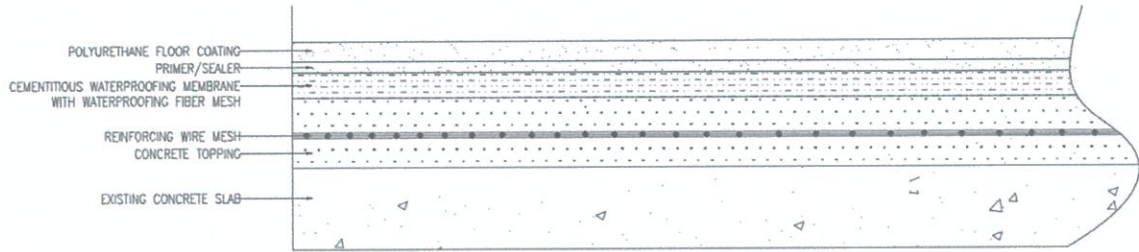
- Color: for approval of DBM-AS, one brand only throughout the project
- 100% Acrylic
- Low Sheen
- 2-3 hours recoat interval
- 24 hours drying time
- 2 coats or as needed

Note: Delivery of materials shall be supported by Delivery Receipts, duly signed by the Authorized Representative. It should be accompanied by a certification

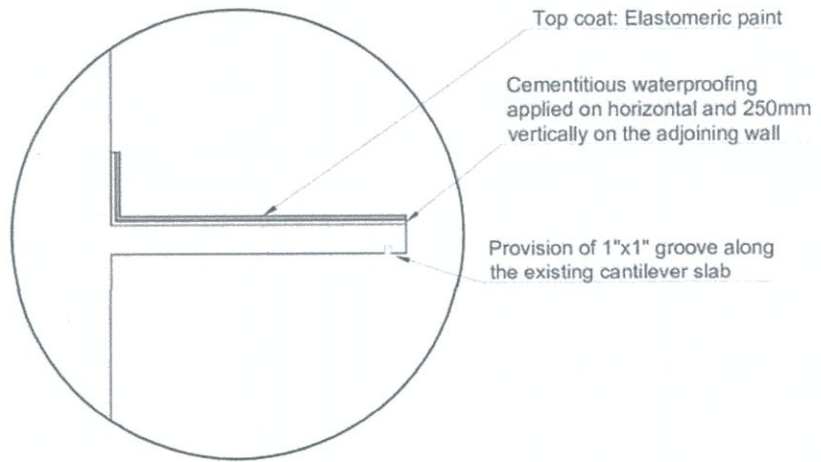
	<p>attesting that the paint was sourced from the manufacturer. Application of materials shall be in accordance with the manufacturer's instructions.</p>
<p>II</p>	<p><b>SCOPE OF WORKS</b></p>
	<p><b>Estimated Total Area of Building 4 Roof Deck and Atrium Cantilever Slabs (2 floors): 410 sq.m.</b></p> <ol style="list-style-type: none"> <li>1. Mobilization</li> <li>2. The Supplier shall be required to perform a pre-inspection of the project site and any adjacent areas that are essential for the completion of the work, ensuring that it is done in accordance with the specified quality standards.</li> <li>3. The Supplier shall be responsible to supply and maintain safety preventative measures, including but not limited to the provision of personal protective equipment (PPE).</li> <li>4. The Supplier shall install caution signs and appropriate safety devices, where appropriate, to protect all personnel working on the job site and all other pedestrians.</li> <li>5. The Supplier shall assume full responsibility for protection and safekeeping of products stored on the premises.</li> <li>6. The Supplier shall remove all existing waterproofing membrane and painting and haul out for disposal.</li> <li>7. The Supplier shall remove all old concrete topping, unsound concrete, laitance and contaminants, then clean the substrate of the roof deck surface.</li> <li>8. The Supplier shall repair all concrete gutter surface imperfections using concrete sealer for minor cracks and injection epoxy (concrete filler) for major cracks.</li> <li>9. The Supplier shall apply sealants on all pipes, metal joints and any other protruding fixtures on the site to seal the gap between these embedded fixtures and the concrete.</li> <li>10. The Supplier shall clean out all unnecessary dirt and foreign substances from the surface.</li> <li>11. The Supplier shall scrape off existing waterproofing membrane of equipment pads and apply the same procedure as the slab.</li> <li>12. The Supplier shall place new concrete topping with reinforcing wire mesh on top of the existing concrete slab after the removal of the old concrete topping. (See Annex A)</li> <li>13. The Supplier shall apply cementitious waterproofing on the horizontal surface, such as but not limited to, roof deck and cantilever slab; AS representative shall inspect each coat before the supplier proceeds to apply another coat. (See Annex A for plan)</li> </ol>

	<p>14. The Supplier shall also apply cementitious waterproofing on the vertical surface such as but not limited to, elevator shaft and parapet wall; AS representative shall inspect each coat before the supplier proceeds to apply another coat.</p> <p>15. The Supplier shall also be responsible for repairing cracks and fractures that may be found on the cantilever located on the second and third floor of the building. (See Annex A for plan)</p> <p>16. The Supplier shall apply cementitious waterproofing on the cantilever located on the second and third floor of the building.</p> <p>17. The Supplier shall create a 1" groove under the cantilever slab. (See Annex A)</p> <p>18. The Supplier shall apply cementitious waterproofing in a vertical offset manner, extending up to a height of 250mm on the adjoining wall.</p> <p>19. The Supplier shall not perform waterproofing works under adverse weather conditions, including heavy rainfall and humid conditions.</p> <p>20. The Supplier shall apply Elastomeric paint for cantilever slab surface. The AS representative shall inspect each coat before the supplier applies another coat.</p> <p>21. The Supplier shall apply Polyurethane floor coating for the roof deck. The AS representative shall inspect each coat before the supplier applies another coat.</p> <p>22. The Supplier shall replace all concrete gutter floor drains with Dome Type Strainer.</p> <p>23. Hauling of debris. The supplier shall be responsible for the hauling outside the DBM compound.</p> <p>24. Flood Testing for at least 72 hrs.</p> <p>25. The Supplier shall remove and/or rectify the defective work, identified punch lists, and flaws without additional cost, if found unsatisfactory.</p> <p>26. At the end of the day, the Supplier shall remove all equipment, materials and debris from the work area to ensure good housekeeping.</p> <p>27. Any damage incurred by the Supplier shall be repaired, at no additional cost to the DBM.</p> <p>28. Demobilization</p> <p>29. All works shall be done on standard engineering/safety procedures and workmanship.</p>
III	<b>ADDITIONAL REQUIREMENTS</b>
	<p>1. The Project team, assigned to the DBM, must have with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Registered Civil Engineer/Architect - with valid Professional Regulation Commission license, 3-years' experience;</li> <li>b. Safety Officer - with valid Department of Labor and Employment (DOLE) Occupational Safety and Health Center (OSHC) training certificate; 2 years' experience</li> </ul>

	<p>c. Foreman – 5 years’ experience; and  d. Skilled Workers – 2 years’ experience</p> <p>Note: The Project team shall submit copies of the license and the certification of the abovementioned qualifications during contract implementation and must always be on site.</p> <ol style="list-style-type: none"> <li>2. The Supplier shall submit a work plan schedule for the whole duration of the project and shall identify target areas to inform affected offices beforehand.</li> <li>3. The Supplier shall coordinate all activities with the AS representative for proper monitoring and coordination.</li> <li>4. The Supplier shall follow proper procedures for entering the compound (i.e., Work Permit form, Daily Manpower activity form, and other requirements that are deemed necessary.)</li> <li>5. The Supplier shall submit a Safety Plan and conduct a safety orientation meeting to all personnel involved in the work prior to the commencement, witnessed by the AS representative.</li> <li>6. The AS will determine and assign a designated area for the Supplier’s material and equipment storage. There shall be no stay-in personnel inside the DBM premises.</li> </ol>
IV	<b>WARRANTY</b>
	One (1) Year Warranty shall commence on the day the DBM-AS issues the Certificate of Completion and Acceptance and received by the Supplier.



Detailed Waterproofing

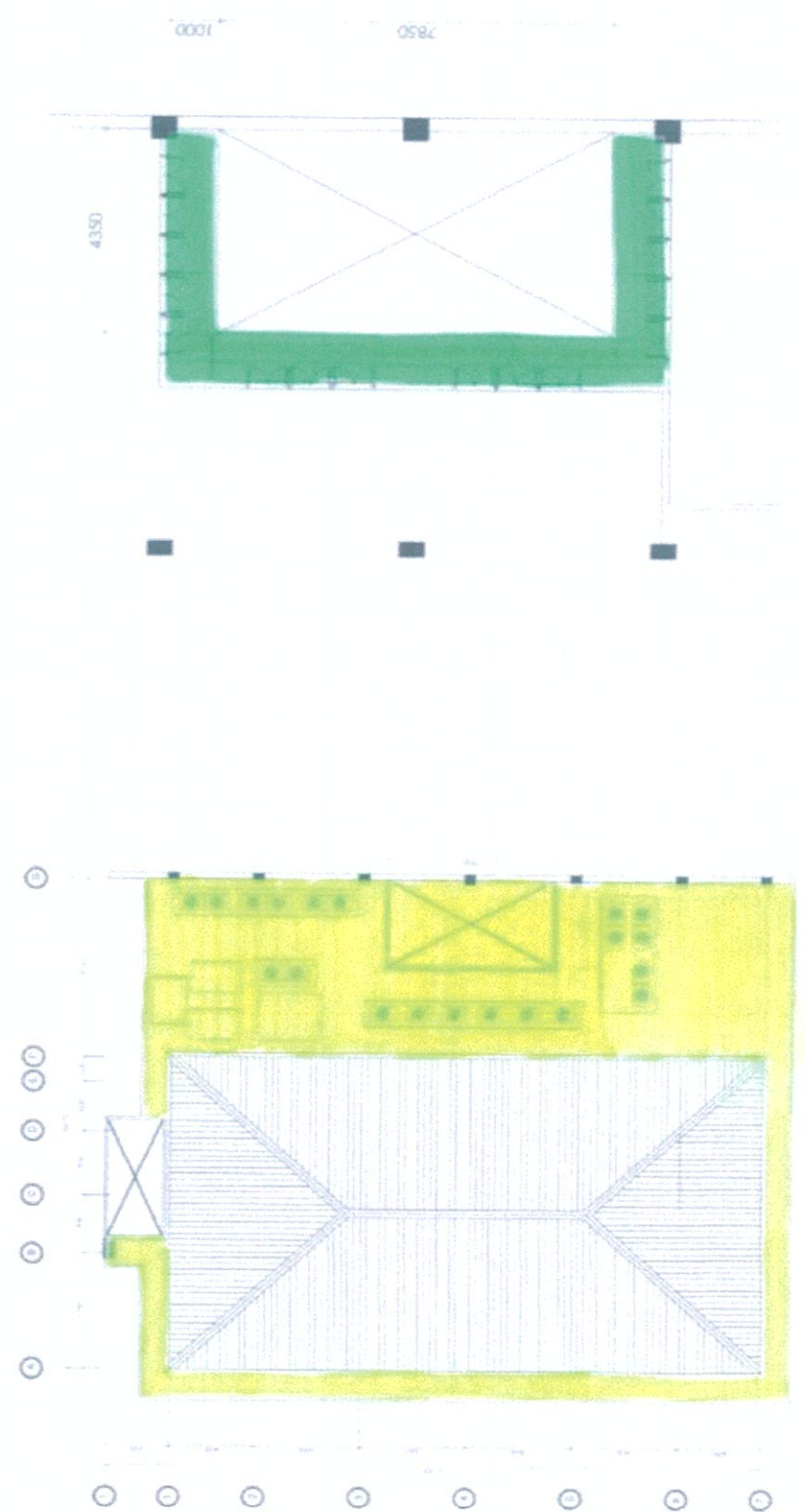


Cantilever Slab Waterproofing Detail

1  
A/2

**BLOW-UP SECTION DETAILS**  
 SCALE NTS

- ROOFDECK COVERAGE AREAS
- ATRIUM COVERAGE AREAS, 2 FLOORS



ROOF DECK PLAN  
SCALE 1/4" = 1'-0"

BLOW-UP CANTILEVER SLAB PLAN  
SCALE 1/4" = 1'-0"

PROJECT TITLE	PREPARED BY	REGISTERED APPROVAL	APPROVED BY	DATE CONFLICT	SHEET NO.
WATERPROOFING AND CONCRETE FORMING OF BLOW-UP CANTILEVER SLAB	BOB WILSON, P.E. REGISTERED PROFESSIONAL ENGINEER STATE OF TEXAS, LICENSE NO. 10000	BOB WILSON, P.E. REGISTERED PROFESSIONAL ENGINEER STATE OF TEXAS, LICENSE NO. 10000	BOB WILSON, P.E. REGISTERED PROFESSIONAL ENGINEER STATE OF TEXAS, LICENSE NO. 10000	1. ROOF DECK PLAN 2. BLOW-UP CANTILEVER SLAB PLAN	A-1