



REQUEST FOR QUOTATION

RFQ No.: 2025-10-071
 Date : _____

Name of Company/Shop/Store : _____
 Name of Authorized Representative : _____
 Contact Number : _____

1. The BuCor-Davao Prison and Penal Farm (DPPF) through its Bids and Awards Committee (BAC) invites interested bidders to submit a quotation/proposal with the Approved Budget for the Contract (ABC) in the amount of **PHILIPPINE PESO EIGHT HUNDRED TEN THOUSAND ONLY (PHP 810,000.00)** inclusive of applicable tax for the procurement of the item below:

PR Number	Item Description
2025-09-0110	SIPHONING AND MANUAL CLEANING SERVICES OF SEPTIC TANKS AT DPPF AND CIW-MINDANAO COMPOUND

2. Procurement shall be conducted through **Small Value Procurement** under **Section 53.9 - Negotiated Procurement** as prescribed under Rule XVI- Alternative Methods of Procurement of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.
3. The quotation must be duly signed by the bidder and must be submitted at the *BAC Office, Administrative Building, Davao Prison and Penal Farm, B.E Dujali, Davao del Norte* or by email at bacdppf@bucor.gov.ph. The quotations shall be received not later than Oct. 14, 2025 @ 1:55PM.
4. **The bidder must submit a copy of the following documents, together with the proposal, to ensure that the said bidder is technically, legally, and financially capable to undertake the proposed project:**
- **Valid and current Mayor’s/Business Permit;**
 - **PhilGEPS Registration Number to be indicated in RFQ Form;**
 - **Duly Notarized Omnibus Sworn Statement (for ABC above 50,000.00)**
 - **Valid and Current Income Business Tax Return (for ABC above 500,000.00)**
5. DPPF reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DPPF further reserves the right to reject all proposals, or declare a failure of small value procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its Implementing Rules and Regulations.
6. For any clarification, you may contact the BAC Secretariat at mobile no. **0917-180-4862** or email at bacdppf@bucor.gov.ph


CSUPT DIVINA S CAMIÑA
 BAC Chairperson

TERMS AND CONDITIONS

- Bidders shall provide the **correct and accurate information** required in this form.
- Payment Term: _____
- Price proposal must be valid for the period of **thirty (30) calendar days** from the date of submission.
- Price proposal to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
- Proposals exceeding the ABC per lot shall be automatically rejected.
- The **award of the contract** shall be made to the lowest calculated and responsive proposal per lot, which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by the bidder or any of his/her duly authorized representative/s.
- Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. DPPF shall 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.





**BUREAU OF CORRECTIONS
 DAVAO PRISON AND PENAL FARM
 Braulio E. Dujali, Davao del Norte, 8106**



RFQ FORM

Date: _____

**The Bids and Awards Committee
 DAVAO PRISON AND PENAL FARM
 Braulio E. Dujali, Davao del Norte, 8106**

Sir/Madam:

After having carefully read and accepted the project requirements, I/we submit our proposal for the item as follows:

Approved Budget of the Contract (ABC): <i>PHILIPPINE PESO EIGHT HUNDRED TEN THOUSAND ONLY (PHP 810,000.00)</i>	Contract Period: <i>15 DAYS</i>
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ITEM NO.	UNIT	ITEM/S DESCRIPTION	QTY	State of Compliance		Bidder's Offer		
				YES	NO	Brand Name, Model, and Other Remarks	Unit Price	Total Amount
1.	LOAD	SIPHONING DISPOSAL (1 LOAD = 6cu.m)	75					
2.	UNITS	MANUAL CLEANING (1 UNIT = SEPTIC TANK) *APPROXIMATELY 15cu.m/SEPTIC TANK	10					
<p align="center">TERMS AND CONDITIONS OF SIPHONING AND MANUAL CLEANING SERVICES</p> <p>THE SERVICE PROVIDER SHALL PROVIDE THE FOLLOWING SCOPE OF CONTRACT:</p> <p>I. GENERAL REQUIREMENT:</p> <ul style="list-style-type: none"> ▪ MOBILIZATION AND DEMOBILIZATION. ▪ SITE INSPECTION FOR STRATEGIC WAY TO PROCEED ON SIPHONING AND MANUAL CLEANING SERVICES. ▪ DETERMINE THE TYPE OF BLOCKAGES OR BUILD UP. ▪ IDENTIFY SAFETY AND HAZARDS AND NECESSARY PRECAUTION. ▪ PREPARE ACCREDITED DISPOSAL AREA INCLUDING WITH APPROPRIATE PERMITS. <p>II. SIPHONING SERVICES</p> <ul style="list-style-type: none"> ▪ REMOVING OF SLUDGE IN THE SEPTIC TANK. ▪ PROPER METHODOLOGY OF SIPHONING SERVICES TO AVOID BAD ODOR ON THE ENVIRONMENT. ▪ SECURE THE SEPTIC TANK COVER BANK INTO PLACE AFTER SIPHONING. <p>III. MANUAL CLEANING SERVICES</p> <ul style="list-style-type: none"> ▪ PROPER WAY OF REMOVING SLUDGE, SCUM AND WASTEWATER FROM THE TANK USING A VACUUM TRUCK OR JET VAC OR SIMILAR EQUIPMENT. ▪ THIS REQUIRE TO EMPTY THE EXISTING SEPTIC TANK FOR BETTER FUNCTIONALITY. ▪ TRANSPORT THE REMOVED MATERIAL TO THE ACCREDITED DISPOSAL SITE. <p>IV. INSPECTION AND TESTING</p> <ul style="list-style-type: none"> ▪ INSPECT THE TANK FOR ANY SIGNS OF DAMAGE OR WEAR. ▪ TEST THE SYSTEM TO ENSURE IT IS FUNCTIONING CORRECTLY POST-CLEANING. ▪ THE CLIENT OR MANAGEMENT NEEDS TO PERIODICALLY INSPECT THE SITE. <p>V. SITE RESTORATION</p> <ul style="list-style-type: none"> ▪ CLOSE AND SEAL THE SEPTIC TANK SECURELY. ▪ CLEAN UP THE SITE AND REMOVE ANY DEBRIS OR EQUIPMENT. ▪ RESTORE THE AREA TO ITS ORIGINAL CONDITION OR AS SPECIFIED BY CLIENT. <p>VI. DOCUMENTATION</p> <ul style="list-style-type: none"> ▪ RECORD AND PROVIDE PICTURES OF THE WORK COMPLETED AND UNCOMPLETED, INCLUDING ANY ISSUES FOUND AND CORRECTIVE ACTIONS. ▪ PROVIDE A REPORT TO THE CLIENT WITH RECOMMENDATIONS FOR FUTURE MAINTENANCE. 								

(Total) Amount offered in Figures:	₱
(Total) Amount offered in Words:	PHILIPPINE PESO





**BUREAU OF CORRECTIONS
 DAVAO PRISON AND PENAL FARM**
 Braulio E. Dujali, Davao del Norte, 8106



The above-quoted price is **inclusive of all costs and applicable taxes.**

Very truly yours,

Signature	
Printed Name ¹	
Email Address	
Date	
CompanyName	
Contact Number	
PHILGEPS Registration Number	
TIN	



¹ Authorized Representative must submit a Secretary's Certificate for Corporation or Special Power of Attorney for Sole Proprietorship or Partnership stating s/he is authorized to sign, execute, deliver, all documents and amendments thereto, including but not limited to forms, statements, undertakings, declarations, and estimates necessary or relating to the Company's participation in the Project. Moreover, receive any and all notices, communication and information pertaining to the Project; and execute and perform any and all acts necessary or appropriate to submit the bid and participate in the Project, and to sign and execute the ensuing contract for the Project. Likewise, to discourage middleman, the authorized representative has to show proof of employment to the company s/he is representing for at least three (3) years.

