

## CONTRACT OF SERVICES

### KNOW ALL MEN BY THESE PRESENTS:

This Contract of Services (the "Contract") is made and entered into this 25<sup>th</sup> day of October 2017 by and between:

The **DEVELOPMENT BANK OF THE PHILIPPINES**, a financial institution created and operating pursuant to the provisions of Executive Order No. 81 dated December 6, 1986, otherwise known as the 1986 Revised Charter of the Development Bank of the Philippines as amended by Republic Act No. 8523 dated February 14, 1998, with principal office at the DBP Building, Sen. Gil J. Puyat corner Makati Avenue, Makati City, represented herein by its Chief Development Officer and Head of Development Sector, **EVP BENEL D. LAGUA**, hereinafter referred to as "**DBP**";

AND

**ENVIRONMENTAL COMPLIANCE CONSULTANTS INTL. CORP.**, a corporation organized and existing under Philippine laws, with principal office address at 8<sup>th</sup> Floor Montepino Building, 138 Amorsolo Street corner Gamboa Street, Legazpi Village, Makati City, and represented hereinafter referred to as the "**PROFESSIONAL SERVICE PROVIDER**"

(each a "Party" and collectively, the "**Parties**").

### WITNESETH THAT:

**WHEREAS**, DBP's Development Sector through the **Integrated Services Department** is tasked to handle, manage, and take charge of the preparation and completion of the **DBP 2014-2016 Consolidated Sustainable Development Report** (the "**Report**"), a publication that presents a comprehensive discussion of the sustainability of DBP's Operations vis-à-vis the broad scope of its development initiatives;

**WHEREAS**, DBP requires the services of a **PROFESSIONAL SERVICE PROVIDER** that can render competent professional services in the preparation and publication of the Report (the "**Services**") consistent, among others, with the **Global Reporting Initiative<sup>1</sup> (GRI) Standards** or the **GRI Standards**, the first global standards for sustainability reporting, and which Services are not within the scope of work of DBP's regular personnel;

**WHEREAS**, the **PROFESSIONAL SERVICE PROVIDER** is one of the leading organizations that develop sustainability strategies and reporting for their clients and also has the experience and expertise in preparing sustainability reports aligned with the GRI Standards guidelines as well as the necessary accreditation to conduct external assurance (audit) for sustainability reports;

**WHEREAS**, the **PROFESSIONAL SERVICE PROVIDER** represents and warrants that it is not related within the third degree of consanguinity or affinity to any DBP personnel or representatives negotiating and/or approving this Contract;

<sup>1</sup> The Global Reporting Initiative (GRI) is an organization which promotes the use of sustainability reporting as a way for organizations to become more sustainable and contribute to sustainable development.



**WHEREAS**, the **PROFESSIONAL SERVICE PROVIDER** is willing to render the required Services to DBP under the terms and conditions contained in this Contract and has agreed to perform the Services in conformity with the Letter of Award dated July 25, 2017.

**NOW THEREFORE**, for and in consideration of the foregoing premises, and of the mutual covenants and stipulations hereinafter set forth, the Parties hereby agree, and by these presents, bind themselves, to wit:

### 1. SCOPE OF SERVICES

The Scope of Services to be rendered by the **PROFESSIONAL SERVICE PROVIDER** is set forth in Annex "A".

### 2. CONTRACT PRICE

For and in consideration of the Services rendered, **DBP** shall pay the **PROFESSIONAL SERVICE PROVIDER** the amount of Philippine Peso: **NINE HUNDRED FORTY EIGHT THOUSAND SIX HUNDRED FORTY PESOS (₱948,640.00)**, inclusive of all applicable taxes, upon satisfactory completion of all milestones and submission of all the requirements specified in **Sections A and B** of Annex "A" of this Contract as certified by the DBP Chief Development Officer and Head of Development Sector. The payment schedules shall be as follows:

- 15% upon completion of **Tasks 1 to 2** of **Section B** of Annex "A";
- 50% upon completion of **Tasks 3 to 5** of **Section B** of Annex "A"; and
- 35% upon completion of **Tasks 6 to 7** of **Section B** of Annex "A".

The Professional Fees mentioned above shall represent all that is demandable under this Contract. However, the **PROFESSIONAL SERVICE PROVIDER** may be reimbursed for travel and travel-related expenses incurred outside of Metro Manila provided such expenses are covered by prior written authority from the **DBP**.

### 3. PAYMENT TERMS AND CONDITIONS

Payment for the invoices sent by the **PROFESSIONAL SERVICE PROVIDER** shall be via credit to its deposit account with DBP within fifteen (15) calendar days upon receipt by **DBP** of the **PROFESSIONAL SERVICE PROVIDER's** official receipt and the issuance by DBP of a Certificate of Acceptance subject to the government audit / accounting / procurement policies.

The **Expanded Withholding Tax (EWT)** due to the government shall be withheld by **DBP** from any payment made to the **PROFESSIONAL SERVICE PROVIDER**. The EWT deducted by the **DBP** shall be at the rate prescribed by the Bureau of Internal Revenue (BIR), and shall be remitted directly to the BIR stating, among others, that the tax being withheld is to be credited to the **PROFESSIONAL SERVICE PROVIDER**. The **Certificate of Creditable Tax Withheld** at Source shall be submitted by **DBP** to the **PROFESSIONAL SERVICE PROVIDER** within fifteen (15) calendar days from receipt of payment from the **PROFESSIONAL SERVICE PROVIDER**.




4. PERFORMANCE SECURITY

To guarantee the faithful performance by the **PROFESSIONAL SERVICE PROVIDER** of all its obligations, under this Contract, the **PROFESSIONAL SERVICE PROVIDER** shall, within ten (10) calendar days from the receipt of the Notice of Award, submit to **DBP** a Performance Security in in any of the following forms and percentages:

Form of Performance Security	Minimum % of Contract Price per year	Minimum Amount
Cash, cashier's/manager's check issued by a Universal or Commercial Bank	Five Percent (5%)	₱ 47,432.00
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank		
Surety Bond callable upon demand issued by a surety or insurance company; and certification from the Insurance Commission certifying that said company is authorized to issue said bond	Thirty percent (30%)	₱ 284,592.00

The Performance Security posted by the **PROFESSIONAL SERVICE PROVIDER** shall remain valid until the final certificate of acceptance is issued by **DBP**.

The **PROFESSIONAL SERVICE PROVIDER** is an independent contractor and is not, by this Contract or anything herein contained, constituted or appointed as an agent or employee of the **DBP** for any purpose whatsoever, nor shall anything herein contained be deemed or construed as granting to the **PROFESSIONAL SERVICE PROVIDER** any right or authority to assume or to create any obligation or responsibility, express or implied, for in behalf of, or in the name of, **DBP**; or bind **DBP** in any way whatsoever.

5. EFFECTIVITY/LIABILITY

This Contract shall become effective upon execution thereof and for period of four (4) months thereafter, or upon complete delivery and acceptance of all project deliverables. The term/duration of this Contract may be extended upon the mutual written consent of both Parties.

It is understood that the **PROFESSIONAL SERVICE PROVIDER** shall not in any way be held responsible or liable to **DBP** for failure to provide the Services if such failure is due to (i) force majeure, (ii) actions of **DBP** that make it impossible for the **PROFESSIONAL SERVICE PROVIDER** to attain the Project's target and milestones/deliverables, and (iii) other causes beyond the control of the **PROFESSIONAL SERVICE PROVIDER**. Likewise, **DBP** shall not be liable to the **PROFESSIONAL SERVICE PROVIDER** for the delay or non-performance of its obligations under this Agreement arising from force majeure or due to the acts/omissions of the **PROFESSIONAL SERVICE PROVIDER** which prevents **DBP** from complying with its obligations hereto.

## 6. TERMINATION

- A. The following events shall entitle the party not in breach to terminate this Contract upon written notice to the other:
- i. Failure of **DBP** to pay all sums due to **PROFESSIONAL SERVICE PROVIDER** within fifteen (15) working days from the time it becomes due pursuant to the terms of this Contract;
  - ii. Failure of **PROFESSIONAL SERVICE PROVIDER** to remedy any breach of its obligations hereunder or the Terms of Reference or the provisions of RA 9184 and its Implementing Rules and Regulations within fifteen (15) days following the date of written notice from **DBP** specifying the breach with full particulars;
  - iii. Failure of **PROFESSIONAL SERVICE PROVIDER** to deliver or perform the Outputs and Deliverables within the agreed period/s, or within any extension thereof granted by **DBP**, if any, pursuant to a request made by the **PROFESSIONAL SERVICE PROVIDER** prior to the delay; and
  - iv. Any violation or breach by either Party of any provision of this Contract.
- B. The Parties may agree to pre-terminate the Contract prior to its expiration. The pre-termination of the Contract by either party shall entitle the **PROFESSIONAL SERVICE PROVIDER** to payment of services actually rendered, subject to the provisions of Section B of Annex "A" hereof. All pre-terminations shall be subject to a 30-day prior notice, except when a shorter period is agreed upon by the Parties.

## 7. AMENDMENTS

No amendment or modification of any of the terms and conditions of this Contract shall be valid unless evidenced by a written agreement executed by the authorized representatives of both Parties.

## 8. SEVERABILITY

If any part of this Agreement is declared unenforceable or void, the rest of the Contract shall nevertheless remain in full force and effect.

## 9. WAIVER

No failure, omission or delay of any of the Parties in exercising any of its right, privileges and remedies hereunder shall operate as a waiver thereof. No waiver or departure from the terms of this Contract shall be valid unless made in writing and signed by the Party's authorized representative. Such waiver shall be effective only in the specific instance and for the purpose for which it is given.

## 10. ASSIGNMENT

The benefit of this Agreement may not be assigned in whole or in part by a Party without the prior written consent of the other.

## 11. NO GIFT POLICY

The **PROFESSIONAL SERVICE PROVIDER** acknowledges that under the existing policy of **DBP**, no gift, fee, commission or benefit in favor of any of its officers and/or employees and/or any other person required as a condition to, or as an additional consideration for,




the engagement of services of the **PROFESSIONAL SERVICE PROVIDER**. The **PROFESSIONAL SERVICE PROVIDER** further acknowledges that under the **DBP's** Code of Ethics, **DBP's** personnel have the duty to report to their superior officers' possible violation of the policy.

The **PROFESSIONAL SERVICE PROVIDER** is aware that **DBP** is a government financial institution and that the receipt by any **DBP** officer, employee and/or other persons as well as the giving by the **PROFESSIONAL SERVICE PROVIDER** (unless opportunely disclosed pursuant to the provisions of Presidential Decree No. 749) of any gift, fee or commission, are crimes punishable under the provisions of the Anti-Graft and Corrupt Practices Act (R.A. No. 3019 as amended); Title VII: Crimes Committed by Public Officers of the Revised Penal Code; the Code of Conduct and Ethical Standards for Public Officers and Employees (R.A. No. 6713), the Plunder Law (R.A. 7080), as well as other applicable laws and governing presidential decrees and that it is the **DBP's** policy to refer any such violation to the proper government agency for criminal prosecution.

The **PROFESSIONAL SERVICE PROVIDER** agrees that any violation of the **DBP's** policy prohibiting the giving of such gift, fee, commission or benefit shall be a ground for the termination of the Contract.

## 12. CONFIDENTIALITY

Each Party undertakes not to divulge at any time to any third person any confidential information relating to the other, except upon prior written consent of the other or where required under the law or regulation or by a valid order of a court or other governmental authority with competent jurisdiction.

## 13. NO EMPLOYER-EMPLOYEE RELATIONSHIP

The Parties fully understand that:

- A. This Contract does not create an employer-employee relationship between the **DBP** and the **PROFESSIONAL SERVICE PROVIDER**. The **PROFESSIONAL SERVICE PROVIDER** shall not be entitled to the usual benefits afforded to casual and/or permanent **DBP** personnel like vacation leave, sick leave, forced leave, rice, representation and the year-end Christmas bonus and variable pay.
- B. The Services rendered hereunder will not be credited as government service; and
- C. The **PROFESSIONAL SERVICE PROVIDER** and **DBP** shall agree on the specific manner by which the former shall deliver the Services enumerated under Sections A and B of Annex "A" of this Contract, including the engagement time and submission of reports, to ensure that such services are rendered accordingly.

## 14. LIABILITY

- A. In case the **PROFESSIONAL SERVICE PROVIDER** is unable to comply with the terms and conditions of this Contract or fails to satisfactorily deliver the Services on time, the **PROFESSIONAL SERVICE PROVIDER** shall be liable to pay damages on account of such delay and shall pay **DBP** liquidated damages, not by way of penalty, in an amount





equal to one-tenth (1/10) of one percent (1%) of the Contract Price for every day of delay, until the Service (as may be required by **DBP**) has been provided.

- B. This claim for liquidated damages is without prejudice to other legal claims for damages that **DBP** may seek against the **PROFESSIONAL SERVICE PROVIDER**.
- C. Any and all claims, liabilities, damages, suits, or causes of action of whatever nature or kind, now or hereafter arising from or in connection with this Agreement, including but not limited to those resulting out of or as a consequence of the acts of employees, personnel, or representatives of the **PROFESSIONAL SERVICE PROVIDER**, shall be for the account of the **PROFESSIONAL SERVICE PROVIDER**. The **PROFESSIONAL SERVICE PROVIDER** shall indemnify **DBP**, its directors, officers, employees, successors, and assigns against, and hold them free and harmless therefrom. The obligations of **DBP** under this provision shall survive the termination of this Contract.

#### 15. GOVERNING LAW AND VENUE OF ACTION

This Agreement shall be governed and construed in accordance with the laws of the Republic of the Philippines. Venue of all actions arising from this Agreement shall be brought exclusively to the jurisdiction of the appropriate courts of Makati City, Philippines.

#### 16. ENTIRE AGREEMENT

Both Parties acknowledge that this Contract and its Annex constitute the entire agreement between them and shall completely supersede all other prior understandings, previous communications or contracts, oral or written, between the Parties relating to the subject matter hereof.

**IN WITNESS WHEREOF**, the Parties hereto have caused these presents to be signed this 25<sup>th</sup> day of October 2017 at the Development Bank of the Philippines, Makati City, Philippines.

**DEVELOPMENT BANK OF THE  
PHILIPPINES**

By:

  
**EBP BENEL D. LAGUA**

Chief Development Officer and Head of  
Development Sector

**ENVIRONMENTAL COMPLIANCE  
CONSULTANTS INTL. CORP.**

By:

  
**KARTHIKEYAN SUBBURAMAN**

Regional Director

Signed in the presence of:

  
**SAMP MYRA G. ALMOGINO-CALARA**

  
**MS. STEPHANIE M. NGO**

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )  
City of Makati ) S S.

NOV 08 2017

Before me, this \_\_\_\_ day of \_\_\_\_ in the City of Makati, personally appeared Mr. Benel D. Lagua in his capacity as the Chief Development Officer of the Development Bank of the Philippines:

Name	Competent Evidence of Identity	CTC No., Place & Date Issued
EVP Benel D. Lagua	TIN No. 107-272-892 DBP I.D. No. 0202759-BEN	Passport # EC1508575 Manila / 02-July-2017

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed, as well as the free and voluntary act and deed of the principals they represent. This instrument, which consists of twelve (12) pages, refers to a Contract of Services and signed by the Parties and two witnesses on each and every page hereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal at the place and on the date first above written.

Doc. No. 282 ;  
Page No. 58 ;  
Book No. XIV ;  
Series of 2017.

Atty. MICHAELA V MASIGAN  
Notary Public  
Appointment No. n-164  
Makati City, Until December 31, 2017  
10<sup>th</sup> Flr. DBP Bldg., Sen. Gil Puyat Ave., Makati City  
Roll No. 40753, IBP No. 1055761  
PTR Exempt Under RA7160

*key*

*8* *ful* *De*

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES )

City of Makati ) S.S.

**OCT 30 2017**

Before me, this \_\_\_\_ day of \_\_\_\_ in the City of Makati, personally appeared Mr. Karthikeyan Subburaman in his capacity as the Regional Director of the Environmental Compliance Consultalts Intl. Corp.:

Name	Competent Evidence of Identity	CTC No., Place & Date Issued
Karthikeyan Subburaman	TIN No. 243-517-752	Passport # Z2323073 Manila / 31-July-2012

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed, as well as the free and voluntary act and deed of the principals they represent. This instrument, which consists of twelve (12) pages, refers to a Contract of Services and signed by the Parties and two witnesses on each and every page hereof.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed my notarial seal at the place and on the date first above written.

Doc. No. 142;  
Page No. 70;  
Book No. 4;  
Series of 2017.

**ATTY. GERVACIO B. ORTIZ JR.**  
Notary Public, City of Makati  
Until December 31, 2018  
IBP No. 656155-Lifetime Member  
MCLE Compliance No. V-0006934  
Appointment No. M-104-(2017-2018)  
PTR No. 5708514 Jan. 3, 2017  
Makati City Roll No. 40091  
1111 Espanola, Corason Road Bldg.  
Bgy. Sta. Rosa, Makati City

8      *[Signature]*      *[Signature]*

*[Signature]*



## ANNEX "A"

## SCOPE OF SERVICES

## Section A. Professional Service Provider

- a. The Professional Service Provider ensures that the Report shall be in compliance with the GRI Standards and ready for external assurance, and shall perform the following:
- i. Create a GRI Standards-based reporting approach and strategy that will fit the reporting entity's profile and objectives.
  - ii. Ensure compliance of the report on these items:
    1. Reporting Principles and Standard Disclosures
    2. "In accordance" option including discussions whether Core or Comprehensive Report
    3. Definition of Material Aspects and Boundaries to include materiality and relevance tests on disclosed data
    4. Data quality and integrity
    5. Financial Services Sector Supplement in the Guidelines, integration when applicable and necessary
  - iii. Prepare the GRI Standards Index page that supports the report's GRI compliance.
  - iv. Prepare the reporting format, sections, and sequence of the report.
  - v. Review existing systems, analyze the data, and conduct focus group discussions/key person interviews.
  - vi. Provide logistical support and gap assessment on the third-party assurer's observations and findings.
  - vii. Conduct quality assurance on the final reporting prior to printing.
  - viii. Register the report with the GRI Registry and International Corporate Register for Sustainability Reports.
- b. In addition to the above core GRI process responsibilities, the Professional Service Provider shall also do as follows:
- i. Design a training course for the DBP key representatives to transfer sustainability management and reporting exercise
  - ii. Conduct management briefing on the project
  - iii. Lead and facilitate meetings and consultation with the DBP key representatives
  - iv. Participate in activities related to launching and publicizing the Report

## Section B PROJECT COMPONENTS/ACTIVITIES AND TIMELINES:

Components/Tasks	Output	Timeline
<b>D. Kick-Off Meeting and Pre Work</b> <ol style="list-style-type: none"> <li>a. Clarify roadmap and timelines for the report preparation process</li> <li>b. Identify point persons from respective business units who are critical in the materiality review workshop</li> <li>c. Identify data requirements, existing document for review of</li> </ol>	<ul style="list-style-type: none"> <li>• Roadmap and timeline for the report preparation process</li> <li>• Checklist of identified data requirements for the review of materiality</li> <li>• List of selected point persons from respective units for the materiality review workshop</li> </ul>	Month 1

Components/Tasks	Output	Timeline
materiality d. Define and agree roles and responsibilities e. Formal project kick off presentation with the project team members		
<b>E. GRI Orientation/Workshop Stakeholder Engagement Workshop Review</b> a. Conduct GRI Orientation and Materiality Workshop <ul style="list-style-type: none"> <li>• Business Sustainability</li> <li>• GRI Reporting Guidelines, Reporting Principles, and Standard disclosures</li> <li>• Identification of material aspects and its boundary</li> <li>• Identify significant changes from previous reporting periods in the Scope and Aspect Boundaries</li> <li>• Stakeholder mapping</li> </ul> b. Briefing on GRI standards KPI and report development process	<ul style="list-style-type: none"> <li>• Sustainability Reporting Awareness Training</li> <li>• List of Material Aspects</li> <li>• Stakeholder Management Plan</li> </ul>	Month 1
<b>F. Materiality Review</b> a. Meetings with DBP key persons for the review of profit formula, value chain, revenue and growth engines, success enabling factors, risks and opportunities, and other components necessary for reviewing materiality criteria. b. Develop materiality assessment criterion and checklist to be used during the interviews and meetings c. Align the material aspects identified to the business operations d. Identify the key performance indicators relevant to the key materials aspects	Data line-up as follows: <ul style="list-style-type: none"> <li>• G4-18/GRI 102-46, reporting principles in defining report content</li> <li>• G4-19/GRI 102-47, material aspects in the process of defining report content</li> <li>• G4-20/GRI 103-1, boundary for each aspects or business units which the aspects are material.</li> <li>• List of final KPIs from the guidelines to be reported</li> <li>• G4-23/GRI 102-49, significant changes from previous reporting periods in the Scope and Aspect Boundaries.</li> </ul>	Month 1
<b>G. Stakeholder Engagement</b> a. <i>Review of Existing Systems</i> <ul style="list-style-type: none"> <li>• This is an inventory of how the company collects information and feedback from their respective stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory of stakeholder engagement gaps</li> <li>• Report on data of existing platform for use in the reporting process</li> <li>• List relevant performance indicators and stories for sustainability report</li> </ul>	Month 1 - 4

Components/Tasks	Output	Timeline
<p>b. <i>Analysis of Existing Data</i></p> <ul style="list-style-type: none"> <li>Analyze stakeholder needs</li> <li>Review data available from the existing platforms that will be useful to the reporting and sustainability improvement process.</li> <li>Identify the KPIs to be reported/disclosed in the sustainability report</li> </ul> <p>c. <i>Conduct interviews, discussion with key stakeholder group</i></p> <ul style="list-style-type: none"> <li>Verify key aspects of DBP</li> <li>Validate stakeholders concerns, expectations and needs</li> <li>Identify value creation of DBP that can be translated further into stories.</li> </ul>		
<p><b>H. Data Collection, Review, Analysis</b></p> <p>a. <i>Data Collection.</i></p> <ul style="list-style-type: none"> <li>Define certain data sets to collect, units of measurements for quantitative data, and other details to be agreed upon with the data handlers.</li> <li>Develop data collection templates based on the existing data sheets of data owners.</li> <li>Collect data on environment, social, and governance (ESG) and Creating Shared Value (CSV) data and stories and on other identified performance indicators</li> <li>Conduct data gap analysis with data handlers to fill-in gaps.</li> </ul> <p>b. <i>Review and Consolidation.</i></p> <ul style="list-style-type: none"> <li>Identify highly unlikely data sets and other simple entry errors.</li> <li>Conduct sample verification of data provided and its calculation for data accuracy and traceability.</li> </ul>	<ul style="list-style-type: none"> <li>Data Collection Templates for ESG data and other identified performance indicators</li> <li>Conduct of sample data verification and calculation for accuracy and traceability</li> <li>SDG -aligned data</li> </ul>	<p>Month 2 - 4</p>

Components/Tasks	Output	Timeline
<p>c. <i>Trends Analysis and Discussion with Data Owners.</i></p> <ul style="list-style-type: none"> <li>Identify meaningful trends from the gathered data and its underlying causes for communication to the target audience. To discuss of the trends identified</li> <li>Brainstorm on potential strategies and key challenges to improve performance</li> </ul> <p>d. <i>CSV Data Alignment to Development Goals.</i></p> <ul style="list-style-type: none"> <li>Link DBP's CSV initiatives and their contribution to the UN SDG targets as well as Philippine Development targets.</li> </ul>		
<p>I. <b>Report Conceptualization, Preparation &amp; Writing; Report Finalization for GRI Materiality check and external assurance</b></p> <p>a. <i>Report Conceptualization</i></p> <ul style="list-style-type: none"> <li>Develop theme and title of the report based on key performances and highlights achieved by the Bank</li> <li>Develop structure of the report</li> </ul> <p>b. <i>Preparation of Data Documents</i></p> <ul style="list-style-type: none"> <li>Prepare/collect materials for report writing, (stories, graphs, tables with corresponding discussions)</li> </ul> <p>c. <i>Content Writing and Review of Narratives</i></p> <ul style="list-style-type: none"> <li>Compose narratives for the report</li> <li>Review and edit the report based on the requirements of the GRI Standards including DBP's comments</li> </ul> <p>d. <i>Preparation of Synthesized Report to Management.</i></p> <ul style="list-style-type: none"> <li>Prepare report to management to gather feedback strategy development and decision-making</li> </ul>	<ul style="list-style-type: none"> <li>Report Concept (Theme and Title)</li> <li>Draft Report Content (Data documents, graphs, tables, reviewed text and narratives)</li> <li>Synthesized Report for Management Perusal</li> <li>Final report ready for GRI Materiality check and external assurance</li> </ul>	<p>Month 2 - 5</p>

Components/Tasks	Output	Timeline
<i>e. Report Finalization</i> <ul style="list-style-type: none"> <li>Review the final report for GRI Materiality check and external assurance</li> </ul>		
<b>J. Quality Assurance Management</b>  <i>a. Third-Party Assurance Management</i> <ul style="list-style-type: none"> <li>Provide support to DB P team during external assurance</li> <li>Track and monitoring any gaps based on the third-party assurer's findings.</li> </ul> <i>b. GRI Check Management</i> <ul style="list-style-type: none"> <li>Liaise with GRI to facilitate the process</li> <li>Ensure the report complies against the GRI Standards.</li> <li>Support to address any compliance gaps on the findings in the GRI check</li> </ul>	<ul style="list-style-type: none"> <li>Data Materiality Check Seal from GRI</li> <li>Final Sustainability Report with Material Check</li> </ul>	Month 5 - 6

July

8

pl

AB