

**TECHNICAL SPECIFICATIONS**  
**SUPPLY AND DELIVERY OF THIRTY-SEVEN (37) UNITS OF FIREPROOF FILE**  
**CABINETS FOR DBP BRANCH BANKING GROUP – SOUTHERN MINDANAO**  
**(BBG-SM) WARD BRANCHES**

**A. SPECIFICATIONS**

- See attached equipment's specifications

**B. OTHER TERMS AND CONDITIONS**

**1. APPROVED BUDGET OF CONTRACT**

P925,000.00 **INCLUSIVE** of delivery or shipping cost and applicable government taxes

**2. DELIVERY AND TYPES OF FILE CABINETS**

Delivery Address	Unit	FILE CABINET TYPE
DBP COTABATO Don Rufino Alonzo St., Barangay Poblacion 6, Cotabato City	1	3-layer steel, fire proof, with lock & key   Lateral Type
DBP DAVAO Ground Floor, DBP Building, C.M. Recto St., Davao City	10	4 Layer Steel, Fire Proof with Lock and Key   Lateral Type
DBP DIGOS DBP Bldg., Quezon Ave., Barangay Zone I, Digos City 8002	10	4Layer Steel, Fire Proof with Lock and Key   Lateral Type
DBP GENERAL SANTOS DBP Building, Roxas East Avenue, General Santos City	1	4Layer Steel, Fireproof with Lock and Key   Lateral Type
DBP MARBEL DBP Building, Alunan Ave., Zone IV, Marbel City, South Cotabato	3	4Layer Steel, Fireproof with Lock and Key   Vertical Type
DBP MATI DBP Bldg., Limatoc St., Barangay Central, Mati City 8200	6	4Layer Steel, Fire Proof with lock and Key   Lateral
DBP STA CRUZ Stall No. 1 Sta Cruz Public Market, Poblacion, Barangay Zone III, Sta. Cruz, Davao del Sur	1	4Layer Steel, Fireproof with Lock and Key   Vertical Type
DBP TACURONG National Highway cor. Del Corro Sts., Barangay Poblacion, Tacurong City 9800	5	(1 unit) 3Layer Steel, Fireproof with Lock and key   Lateral Type (4 units) 4Layer Steel, Fireproof with Lock and Key   Lateral Type

Summary:	
3-layer, Lateral type	2 units
4-layer, Lateral Type	31 units
4-layer, Vertical Type	4 units
<b>Total</b>	<b>37 units</b>

- Period: within 20-30 calendar days from receipt of Purchase Order (PO).
- Corresponding penalties shall apply for late delivery.
  - For every day delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

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

**3. WARRANTY**

The 1-year warranty period will commence upon issuance of Certificate of Acceptance and upon inspection of the DBP representatives. Within the warranty period, supplier is required to:

- Repair defective units and any malfunctioning parts and/or accessories for free within 2 weeks from date of notification;
- Provide free services for inspection, cleaning and/or troubleshooting as needed; and
- Replace units with persistent similar errors within the warranty period.

**4. PAYMENT**

A one-time full payment shall be made after complete delivery and testing of the items or as indicated in the Purchase Order.

**Prepared by:**

  
**CAMILLE MARIANNA M. DELOS REYES**  
Universal Processor, BBG-SM

**Approved by:**

  
**VP NELITO H. TINGZON**  
Head, BBG-SM

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

Technical Specification  
**FIREPROOF STEEL CABINET**  
DBP BBG – Southern Mindanao

**I. Approved Budget for the Contract ₱25,000.00** (Inclusive of VAT/applicable taxes)

ITEM	QUANTITY
3 Layer Lateral Fireproof Steel Cabinet	1 - Unit

**II. Technical Specification**

Features:

- 3 Compartments with central lock mechanism
- Full Extension Ball Bearing Drawer Slides (Double)
- Fire Resistant
- Color: Gray/Beige
- File cabinet type: Lateral
- File cabinet fully assemble
- Finish: Enamel (wrinkled)
- Thickness: 0.9 mm

Prepared by:



**ENGR. JOHN HARVEY N. MILLENA**  
CFMD - RMU

Recommended by:



**MGR. NOEL E. ALIMUIN**  
Head, RMU

Approved by:



**AVP JOSE C. DELA FUENTE**  
Acting Head, CFMD  
Per Office Order No. 234 dated 01 July 2021

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

Technical Specification  
**FIREPROOF STEEL CABINET**  
DBP BBG – Southern Mindanao

**I. Approved Budget for the Contract ₱25,000.00** (Inclusive of VAT/applicable taxes)

ITEM	QUANTITY
4 Layer Lateral Fireproof Steel Cabinet	1 - Unit

**II. Technical Specification**

Features:

- 4 Compartments with central lock mechanism
- Full Extension Ball Bearing Drawer Slides (Double)
- Fire Resistant
- Color: Gray/Beige
- File cabinet type: Lateral
- File cabinet fully assemble
- Finish: Enamel (wrinkled)
- Thickness: 0.9 mm

Prepared by:



**ENGR. JOHN HARVEY N. MILLENA**  
CFMD - RMU

Recommended by:



**MGR. NOEL E. ALIMUIN**  
Head, RMU/

Approved by:



**AVP JOSE C. DELA FUENTE**  
Acting Head, CFMD  
Per Office Order No. 234 dated 01 July 2021

**Conforme:**

\_\_\_\_\_  
**Bidder's Company Name**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Date**

Technical Specification  
**FIREPROOF STEEL CABINET**  
DBP BBG – Southern Mindanao

**I. Approved Budget for the Contract ₱25,000.00** (Inclusive of VAT/applicable taxes)

ITEM	QUANTITY
4 Layer Vertical Fireproof Steel Cabinet	1 - Unit

**II. Technical Specification**

Features:

- 4 Compartments with central lock mechanism
- Full Extension Ball Bearing Drawer Slides (Double)
- Fire Resistant
- Color: Gray/Beige
- File cabinet type: Vertical
- File cabinet fully assemble
- Finish: Enamel (wrinkled)
- Thickness: 0.9 mm

Prepared by:



**ENGR. JOHN HARVEY N. MILLENA**  
CFMD - RMU

Recommended by:



**MGR. NOEL E. ALIMUIN**  
Head, RMU

Approved by:



**AVP JOSE C. DELA FUENTE**  
Acting Head, CFMD  
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<b>Conforme:</b>
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