



**REQUEST FOR QUOTATION (RFQ)**  
**Repair and Repainting of DBP Oroquieta Branch**

Area of Delivery : DBP Oroquieta Branch  
 City Hall Bldg, Independence St., Poblacion II, Oroquieta City

Trade Agreement : Revised Implementing Rules & Regulations of RA 9184

Procurement Mode : Small Value Procurement

Classification : Goods and Services

Project/Category : Repair and Repainting of DBP Oroquieta Branch

Approved Budget : ₱ 401,493.75

Delivery Period : Thirty (30) days after issuance of Purchase Order

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Tel. No./Fax No. : \_\_\_\_\_

UNIT	ITEM	DESCRIPTION	UNIT PRICE
1 Lot	<b>Repair and Re-Painting of DBP Oroquieta Branch</b>	• Please see attached scope of work	₱

Please quote your lowest price by filling out the table above on the subject project/category for the Development Bank of the Philippines (DBP), Oroquieta Branch.

Please **submit this form** duly signed by your representative to the undersigned at DBP Oroquieta Branch, Independence St., Poblacion II, Oroquieta City **not later than 3:00pm on October 25, 2024** in a sealed envelope or through email at [oroquieta@dbp.ph](mailto:oroquieta@dbp.ph) together with the following:

1. Certified true copy of valid & current Business Permit;
2. Certified true copy of valid & current Registration Certificate (whichever is applicable below):
  - a. Department of Trade & Industry (DTI) for sole proprietorship; or
  - b. Securities and Exchange Commission (SEC) for partnership/corporation.
3. PHILGEPS Registration Certificate.
4. BIR Certificate of Registration
5. Filled up Bill of Quantities (attached form)

For questions and clarifications, you may contact us telephone no. (088) 564-1320.

**SIGNED**  
 MGR. EMILY R. SORILLA  
 RBAC Chairperson

**Submitted by:**

\_\_\_\_\_  
 (Signature Over Printed Name of Authorized Representative)  
 Date Submitted: \_\_\_\_\_

Received by:

Name of Receiver	Date Received	Signature





**DEVELOPMENT BANK OF THE PHILIPPINES**

**REPAIR AND REPAINTING WORKS FOR DBP OROQUIETA BRANCH**

**I. APPROVED BUDGET FOR THE CONTRACT (ABC): FOUR HUNDRED ONE THOUSAND FOUR HUNDRED NINETY-THREE AND 75/100 PESOS (P401,493.75) INCLUSIVE OF ALL APPLICABLE TAXES**

**II. SCOPE OF WORK**

The Contractor shall hold all the obligations, duties, and responsibilities necessary to the successful completion of the contract assigned to or be undertaken by the contractor, including all labor, materials, equipment and services, other incidentals and furnishings thereof in accordance with the drawings, specifications and all addenda prepared by DBP.

**1. GENERAL REQUIREMENTS**

- 1.1 Mobilization and demobilization
- 1.2 General cleaning and hauling of debris

**2. REPAIR WORKS**

- 2.1. Wall partitions  
Installation of 12.5mm thk. gypsum board partition on metal studs
  - a. Floor to ceiling
  - b. Low partition

**3. WOOD AND PLASTIC**

- 3.1 Supply of prefabricated modules using 20mm thk. plywood carcass/framing
  - 3.1.1 New Accounts counter
  - 3.1.2 Tellers counter inclusive of rubber mat & all acrylic modules forms, picos tray
  - 3.1.3 Guard's podium
  - 3.1.4 Poster module inclusive of acrylic
  - 3.1.5 Forms counter
  - 3.1.6 Server counter
  - 3.1.7 Pantry counter
  - 3.1.8 CCTV cabinet
  - 3.1.9 Typing table
  - 3.1.10 Money counter module

**4. FINISHES**

- 4.1 Painting preparation
- 4.2 Painting of the following finishes
  - 4.2.1 Semi-gloss white paint finish straight from the can for walls, gypsum and HardieFlex walls except with tiles, finishes, and cladding
  - 4.2.2 Automotive (duco) paint finish for wood doors and jambs

- 4.2.3 Gloss enamel paint finish for cabinets
- 4.2.4 Enamel paint finish for vault grill doors and panels
- 4.2.5 Epoxy paint finish for fire exit steel door and jamb

Notes:

- Contractor must conduct actual site inspection.
- Contractor must regularly clean the work area after working hours.
- Contractor must remove left over materials and debris from work area.

**III. CONDITIONS OF THE CONTRACT:**

1. The Contractor shall ensure that the items delivered are in accordance with the specifications required by DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications.
2. The Contractor shall submit Construction Schedule reflecting all activities needed to complete the project, their sequence and duration.
3. The Contractor shall submit color swatches for DBP approval prior to paint application.
4. DBP may terminate/cancel the Purchase Order (PO) / Notice to Proceed (NTP) when the Contractor fails to deliver, perform and comply with its obligation.
5. Project Period: The Contractor shall complete the project within **thirty (30) calendar days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
6. Project Site: DBP Oroquieta Branch located at Old Oroquieta City Hall, Independence Street, Poblacion II, Oroquieta City, Misamis Occidental
7. Warranty: One (1) year warranty upon completion of all works.
8. Performance Security: To guarantee the faithful performance of obligations, the winning contractor is required to post within ten (10) calendar days from receipt of Notice of Award, a performance security in any of the following forms and percentages:

Forms of Performance Security	Minimum % of Contract Price
Cash, cashier's/manager's check issued by a Universal or Commercial Bank.	Ten Percent (10%)
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 duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)

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Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)

**IV. PAYMENT:**

1. One-time, full payment shall be issued upon completion of all works.
2. Once the contract duration expires, including any time extension duly granted, and the Contractor refuses or fails to satisfactorily complete the work, DBP shall impose upon the Contractor in default liquidated damages. Liquidated damage is an amount equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, DBP may terminate the contract or allow the contractor to continue the works without prejudice to the continued imposition of liquidated damages until the works have been completed. This does not, however, preclude DBP in resorting to Termination of Contract under Annex I of the 2016 revised IRR of RA No. 9184

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Recommended by:

**SIGNED**

ENGR. EDWIN C. DIZON  
Acting Head, CFMD-RMU

Approved by:

**SIGNED**

SM ALBERTO SANTIAGO A. BERMEJO  
Concurrent OIC, CFMD  
(per Sector Order No. 412 dated July 15, 2024)