

DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines

November 6, 2024

To : The Head, Corporate Affairs Department

Thru : The Head, Branch Banking Sector Support Department
The Head, Branch Banking Group – Central and Eastern Visayas

From : Chairperson, RBAC Central Visayas

Subject : Request for Posting to DBP Website

May we respectfully request the posting to the DBP Website the Attached BBG-CEV's Invitation to Submit Price Quotations for the below project:

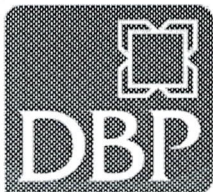
| Specification/Description | No. of Units | Mode of Procurement | Approved Budget |
|--|--------------|-------------------------|-----------------|
| Installation of Glass Door and Cleaning of ATM Vestibule Glass Enclosure at Dalaguete Wet Market for DBP Carcar Branch | 1 lot | Small Value Procurement | Php 99,625.32 |

We also certify that the materials for posting have been duly reviewed/redacted in compliance with the Government Procurement Act, Data Privacy Act of 2016 (DPA), and DBP Circular 28 dated September 21, 2021.

Attached is the Request for Submission of Price Quotation, Terms of Reference, Scope of Works and Bill of Quantities for the project.

Thank you.

-Sgd-
AVP LORNA A. GALLEG0
RBAC CV Chairperson



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines

REQUEST FOR SUBMISSION OF PRICE QUOTATIONS
(Posted in the PHILGEPS/DBP Website/ Conspicuous Places of the Procuring Entity)

The Development Bank of the Philippines, BBG-Central and Eastern Visayas, through Regional- Bids & Award Committee (RBAC) invites interested parties to submit price quotations for the following project, to wit:

| Specification/Description | No. of Units | Mode of Procurement | Approved Budget |
|--|--------------|--------------------------------|-----------------------------|
| Installation of Glass Door and Cleaning of ATM Vestibule Glass Enclosure at Dalaguete Wet Market for DBP Carcar Branch | 1 lot | Small Value Procurement | <u>Php 99,625.32</u> |

Specifications:

See attached **Terms of Reference, Scope of Works and Bill of Quantities.**

NOTE:

BELOW CONDITIONS SHALL BE APPLIED TO THE ITEM LISTED ABOVE

- **PROPOSAL SHALL INCLUDE THE DELIVERY/INSTALLATION CHARGES AND ALL APPLICABLE TAXES**
- **WARRANTY: ONE (1) YEAR UPON COMPLETION OF ALL WORKS.**
- **PAYMENT: NO DOWN-PAYMENT. PROCESSING OF PAYMENT VIA CHECK SHALL ONLY PROCEED UPON COMPLETE DELIVERY**

Deadline for the submission of price quotations via email shall be on or before November 11, 2024 and hard copy of the quotation to be submitted at DBP Carcar Branch, Awayan, Poblacion III, Carcar City, Cebu. Please contact Joesel Marie V. Suarin at telephone numbers **(032) 266-9480**. You may also email at **carcar@dbp.ph**.

Only price quotations from Filipino citizens or companies duly registered with the Department of Trade and Industry or Securities and Exchange Commission, with current business permits and those that are PHILGEPS registered shall be accepted.

Development Bank of the Philippines, BBG-Central and Eastern Visayas, reserves the right to reject any and all bids/price quotations, to waive any defect in them and to award to the bidder/participant whose bid/price quotation is the most advantageous to the Bank.

-Sgd-

AVP LORNA A. GALLEGO
Chairperson, RBAC CV



(02) 6-818-9511



info@dbp.ph



www.dbp.ph



fb.com/devbankphi



Development Bank of the Philippines

29 October 2024

To : The Head, Carcar Branch
Thru : The Head, Procurement and Facilities Mgt. Group
From : The Concurrent OIC, Construction and Facilities Mgt.
Department
(Per Office Order No. 427 dated 16 October 2024)

**Subject : Proposed Installation of Glass Door and Cleaning of
ATM Vestibule Glass Enclosure at Dalaguete Wet
Market for DBP Carcar Branch**

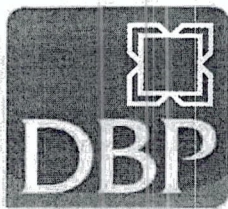
As requested, attached are the plans, cost estimate, and scope of work for the proposed installation of glass door and cleaning of ATM vestibule glass enclosure at Dalaguete wet market for DBP Carcar Branch.

The estimated cost for the project is P99,625.32.

For your information.


ALBERTO SANTIAGO A. BERMEJO
Senior Manager

Att.: a/s



DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



DEVELOPMENT BANK OF THE PHILIPPINES

PROPOSED INSTALLATION OF GLASS DOOR AND CLEANING OF ATM VESTIBULE GLASS ENCLOSURE AT DALAGUETE WET MARKET FOR DBP CARCAR BRANCH

I. APPROVED BUDGET FOR THE CONTRACT (ABC):

**NINETY-NINE THOUSAND SIX HUNDRED TWENTY-FIVE AND 32/100 PESOS
(P99,625.32) INCLUSIVE OF ALL APPLICABLE TAXES**

| Description | Total Quantity |
|--|----------------|
| Installation of Glass Door and Cleaning of ATM Vestibule Glass Enclosure | 1 lot |

II. SCOPE OF WORK:

The Contractor shall hold all obligations, duties, and responsibilities necessary to the successful completion of the contract assigned to or be undertaken, including all labor, materials, equipment and services, other incidentals, i.e. bonds and insurance, Contractor's All Risk Insurance (CARI); 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 Health and safety
- 1.3 General cleaning and hauling

2. SITEWORKS

- 2.1 Surface Cleaning: Clean the entire surface of the glass, framings, and steel grilles to remove dirt, grime and other residues using appropriate cleaning agents.

3. DOORS AND WINDOWS

3.1 Glass Door

- 3.1.1 900mm x 2100mm 12mm thk. clear tempered glass door on aluminum powder coated top and bottom rails, color white, complete with accessories. (Contractor to verify actual measurements)

Hardware and accessories:

- a. Top and bottom lockset.
- b. Floor/threshold mounted hinge and overhead concealed door closer
- c. 1000mm long 32mm dia. H-type stainless steel door handle

3.2 Security Film

- 3.2.1 6mills clear security film on glass door

3.3 Aluminum Cover

- 3.3.1 100mm x 300mm powder coated aluminum frame and sheet cover, size and color to match existing aluminum frames.

4. FINISHES

4.1 Painting works

4.1.1 Acrylic latex paint

- a. Semi-gloss paint finish, color: white (All interior walls and ceiling)

Q.1-4



(02) 8818-9511

Proposed Installation of Glass Door and Cleaning of ATM Vestibule Glass Enclosure
at Dalaguete Wet Market for DBP Carcar Branch



Makati City



Central Post Office 1200

5. SPECIALTIES

5.1 Aluminum Thresholds

5.1.1 Powder coated white, aluminum door threshold

5.2 Frosted Sticker

6. MECHANICAL WORKS

6.1 Dismantling of window type ACU and termination of wires.

(Note: Contractor shall turn over the ACU to DBP)

6.2 Exhaust and Ventilation Systems

6.2.1 Installation of exhaust fan with timer and shutter

- a. Contractor to supply and install 12" dia fan, $\geq 500\text{cfm}$, 230V/60Hz/1 ϕ exhaust fan
- b. Contractor to supply and install 24hr timer switch and magnetic contactor compatible with the exhaust fan
- c. Contractor to tap electrical wiring to existing power supply
- d. Contractor to supply and install other accessories necessary to operate the exhaust fan (pipes, wires, boxes, mounting accessories etc.)

6.2.1 Installation of exhaust fan with timer and shutter

- a. Contractor to supply and install 16" dia ceiling mounted electric fan, $\geq 2000\text{cfm}$, 230V/60Hz/1 ϕ
- b. Contractor to supply and install 24hr timer switch and magnetic contactor compatible with the exhaust fan
- c. Contractor to tap electrical wiring to existing power supply
- d. Contractor to supply and install other accessories necessary to operate the exhaust fan (pipes, wires, boxes, mounting accessories etc.)

Notes:

- Contractor must conduct an inspection and verify actual measurements

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 sample/s of materials for approval by DBP before fabrication/ installation
3. DBP may terminate/cancel the Purchase Order (PO) / Notice to Proceed (NTP) when the Contractor fails to deliver, perform and comply with its obligation.
4. Project Period: The Contractor shall complete the project within twenty (20) calendar days after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
5. Project Site: DBP ATM Vestibule, Dalaguete Wet Market, Carcar City, Cebu
6. Warranty: One (1) year warranty upon completion of all works.
7. Performance Security: To guarantee the faithful performance of obligations, the winning bidder 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 (5%) |
| Bank draft/guarantee or Irrevocable letter of credit issued by a Universal of Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal of 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%) |


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.

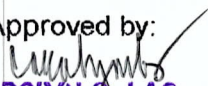
In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, DBP may terminate the contract or allow the contractor to continue the works without prejudice to the continued imposition of liquidated damages until the works have been completed. This does not, however,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

-end-

Recommended by:


IRENE T. ARCHIVAL
Unit Head or Team Head
Per MAA GS 2019 r.4-2022
June 2, 2022

Approved by:


CAROLYN S. LAO
Branch Head
Per MAA GS 2019 r.4-2022
June 2, 2022

PROJECT : Proposed Installation of Glass Door and Cleaning of ATM Vestibule Glass Enclosure at Dalagueta Wet Market for DBP Carcar Branch
LOCATION : Dalagueta Wet Market, Carcar City, Cebu
SUBJECT : Scope of Works and Bill of Quantities (SOW & BOQ)

| ITEM / SCOPE OF WORKS | Qty | Unit | Labor and Mat'ls Direct Cost | Mark up | | Total Mark-up | | VAT | Total Indirect Cost | Total Cost | Unit Cost |
|---|-------|-------|---------------------------------|----------|----------|---------------|----------|----------|------------------------|------------------|-----------|
| | | | | OCM | Profit | % | Value | | | | |
| 1.0 GENERAL REQUIREMENTS | | | | | | | | | | | |
| 1.1 Mobilization/Demobilization | 1.00 | lot | 6,000.00 | - | - | 0% | - | 300.00 | 300.00 | 6,300.00 | 6,300.00 |
| 1.2 Health and Safety | 1.00 | lot | 2,000.00 | | 200.00 | 10% | 200.00 | 110.00 | 310.00 | 2,310.00 | 2,310.00 |
| 1.3 General Cleaning and Hauling of Debris | 1.00 | lot | 1,000.00 | 150.00 | 100.00 | 25% | 250.00 | 62.50 | 312.50 | 1,312.50 | 1,312.50 |
| Sub-total | | | | | | | | | | 9,922.50 | |
| 2.0 SITEWORKS | | | | | | | | | | | |
| 2.1 Surface Cleaning of Glass and Frames | 1.00 | lot | 2,500.00 | 375.00 | 250.00 | 25% | 625.00 | 156.25 | 781.25 | 3,281.25 | 3,281.25 |
| 2.2 Surface Preparation for repainting of walls | 1.00 | lot | 2,500.00 | 375.00 | 250.00 | 25% | 625.00 | 156.25 | 781.25 | 3,281.25 | 3,281.25 |
| Sub-total | | | | | | | | | | 6,562.50 | |
| 3.0 DOORS AND WINDOWS | | | | | | | | | | | |
| 3.1 Glass Door | | | | | | | | | | | |
| 3.1.1 12mm thk tempered clear glass door panel - frameless with top and bottom rail complete with lock and accessories Hardware and Accessories: a. Top and bottom locksets b. Floor mounted hinge, patch and fittings c. 1000mm long 32mm dia. H-type stainless steel door handle Dimensions: 900mm (W) x 2100mm (H) (verify actual) | 1.00 | set/s | 29,195.00 | 4,379.25 | 2,919.50 | 25% | 7,298.75 | 1,824.69 | 9,123.44 | 38,318.44 | 38,318.44 |
| 3.2 Security Film | | | | | | | | | | | |
| 3.2.1 6 mil security film | 21.00 | sq.ft | 7,350.00 | 1,102.50 | 735.00 | 25% | 1,837.50 | 459.38 | 2,296.88 | 9,646.88 | 459.38 |
| 3.3 Aluminum Cover | | | | | | | | | | | |
| 3.3.1 Powder coated aluminum frame and aluminum sheet cover, color to match existing Dimensions: 330mm (L) x 300mm (H) | 1.00 | lot | 2,000.00 | 300.00 | 200.00 | 25% | 500.00 | 125.00 | 625.00 | 2,625.00 | 2,625.00 |
| Sub-total | | | | | | | | | | 50,590.32 | |
| 4.0 FINISHES | | | | | | | | | | | |
| 4.1 Painting Works | | | | | | | | | | | |
| 4.1.1 Acrylic Latex Paint a. Semi-gloss paint finish; Color: White (All interior walls and ceiling) | 29.00 | sq.m | 10,500.00 | 1,575.00 | 1,050.00 | 25% | 2,625.00 | 656.25 | 3,281.25 | 13,781.25 | 475.22 |
| Sub-total | | | | | | | | | | 13,781.25 | |
| 5.0 SPECIALTIES | | | | | | | | | | | |
| 5.1 Aluminum Thresholds | | | | | | | | | | | |
| 5.1.1 Powder coated white aluminum glass door threshold | 1.00 | set/s | 1,800.00 | 270.00 | 180.00 | 25% | 450.00 | 112.50 | 562.50 | 2,362.50 | 2,362.50 |
| 5.2 Frosted Sticker | 1.00 | lot | 1,500.00 | 225.00 | 150.00 | 25% | 375.00 | 93.75 | 468.75 | 1,968.75 | 1,968.75 |
| Sub-total | | | | | | | | | | 4,331.25 | |
| 6.0 MECHANICAL WORKS | | | | | | | | | | | |
| 6.1 Dismantling of ACU and termination of wires Note: Contractor shall turn over the ACU to DBP | 1.00 | lot | 1,000.00 | 150.00 | 100.00 | 25% | 250.00 | 62.50 | 312.50 | 1,312.50 | 1,312.50 |
| 6.2 Exhaust Systems | | | | | | | | | | | |
| 6.2.1 Exhaust fan with shutter, 24hr timer switch with magnetic contactor and enclosure (wall mounted) | 1.00 | lot | 4,500.00 | 675.00 | 450.00 | 25% | 1,125.00 | 281.25 | 1,406.25 | 5,906.25 | 5,906.25 |
| 6.2.2 Orbital type ceiling fan, 24hr timer switch with magnetic contactor and enclosure Note: Contractor to supply and install wires, cables and other items of work necessary to complete the intent of the plan. | 1.00 | lot | 5,500.00 | 825.00 | 550.00 | 25% | 1,375.00 | 343.75 | 1,718.75 | 7,218.75 | 7,218.75 |
| Sub-total | | | | | | | | | | 14,437.50 | |
| Total Cost | | | | | | | | | | 99,625.32 | |

Prepared by:

ARCH. JESSIE G. CRAWFORD
Technical Staff, Job Order, PCMU-CFMD

ENGR. JODE MATTHEW V. MERINO
PDO I, PCMU-CFMD

Reviewed by:

ARCH. JAY N. POLETE
Acting Head, PCMU-CFMD VisMin Team

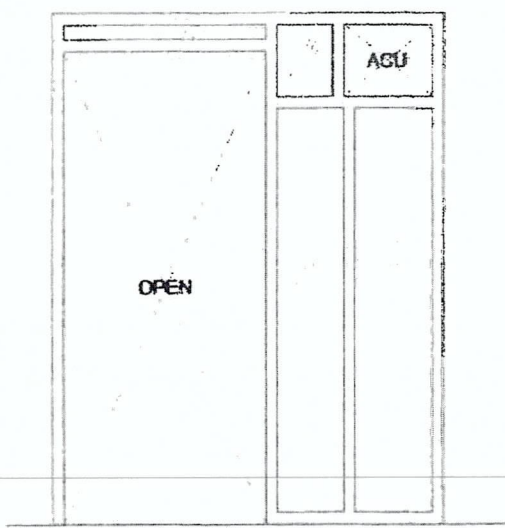
Recommended by:

MGR. ERICK M. VALIDO
Concurrent OIC, PCMU
Per Dept. Order No. 2024-92 dated 28 October 2024

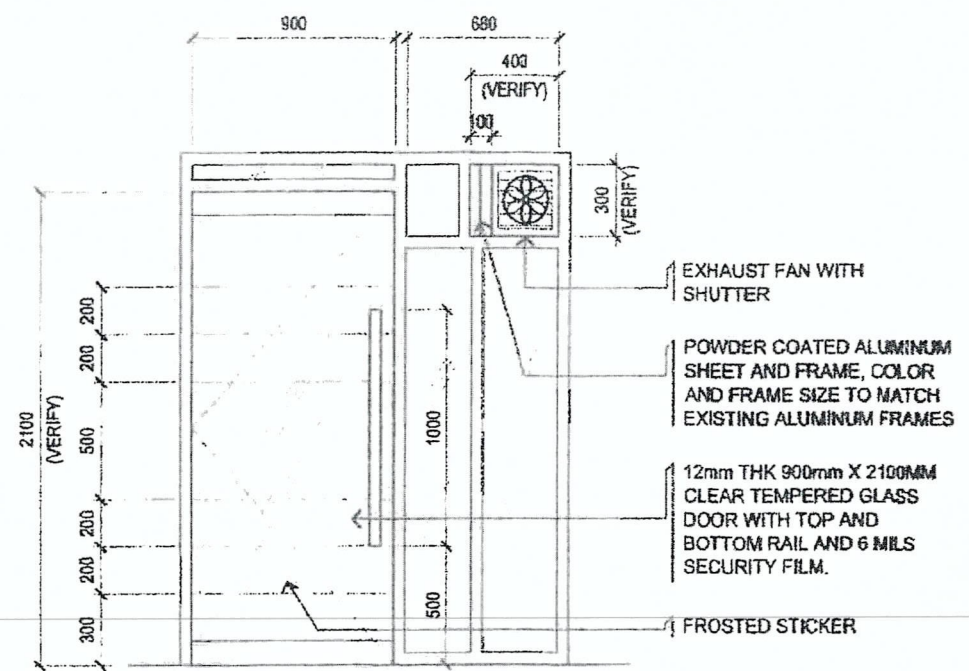
Noted by:

SM ALBERTO SANTIAGO A. BERMEJO
Concurrent OIC, Construction & Facilities Management Department
Per Office Order No. 427 dated 16 October 2024


NOTE: DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCA. BY DIMENSIONS
 WHEN THE TWO DIFFER. CASE OF DISCREPANCY SHALL BE RESOLVED BY THE ARCHITECT.
 DIMENSIONS IN "FEET AND INCHES" SHALL BE USED FOR FABRICATING TO STAND FOR REFERENCE.



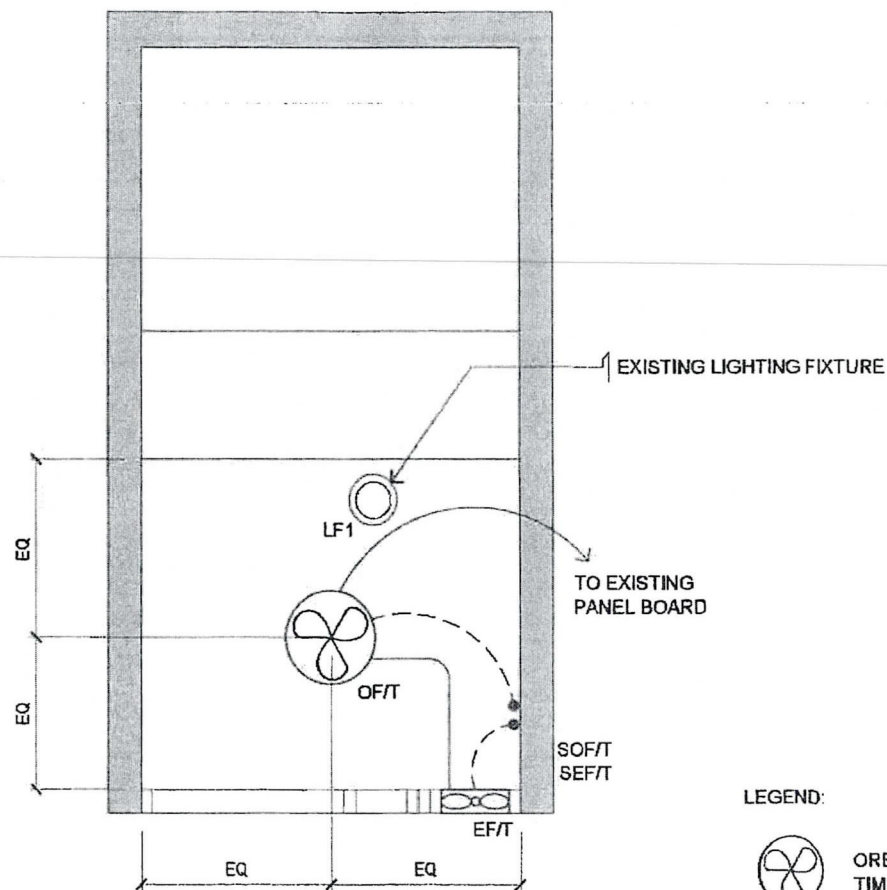
1
ATM VESTIBULE (EXISTING)
GLASS ENCLOSURE
 SCALE 1:30 METERS



2
ATM VESTIBULE (PROPOSED)
GLASS ENCLOSURE
 SCALE 1:30 METERS

| | | | | | |
|--|---|---|---|--|--|
|  DEVELOPMENT BANK OF THE PHILIPPINES | PROJECT TITLE: PROPOSED INSTALLATION OF GLASS DOOR AND CLEANING OF ATM VESTIBULE GLASS ENCLOSURE AT DALAGUTE WET MARKET FOR DBPCARCAR BRANCH LOCATION: DALAGUTE WET MARKET, CARCAR, CEBU | PREPARED BY: ARCH. KENNY G. CRAWFORD PCMU-CEBU TECHNICAL STAFF | RECOMMENDED BY: MGR. ERICK M. VALIDO CONCURRENT OIC, PCMU (PER DEPT. ORDER NO. 2024-52 DATED 28 OCTOBER 2024) | APPROVED BY: SM ALBERT O. SANTILLANA A. BERGEJO CONCURRENT AG. CFWD (PER OFFICE ORDER NO. 473 DATED 16 OCTOBER 2024) | SHEET NO: <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> A 1 </div> |
|--|---|---|---|--|--|

NOTES:
 1. WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS.
 2. CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB.
 3. DISCREPANCIES BETWEEN DRAWINGS AND ACTUAL CONDITIONS MUST BE IMMEDIATELY FORWARDED TO CEMD FOR RESOLUTION.



1
E-1 **SCALE** **NTS** **METERS**
ATM VESTIBULE
ELECTRICAL LAYOUT

LEGEND:



ORBITAL TYPE CEILING FAN WITH 24HR
 TIMER SWITCH AND MAGNETIC CONTACTOR



EXHAUST FAN WITH SHUTTER AND 24HR
 TIMER SWITCH AND MAGNETIC CONTACTOR



EXISTING LIGHTING FIXTURE



PROJECT TITLE:

**PROPOSED INSTALLATION OF GLASS
 DOOR AND CLEANING OF ATM VESTIBULE
 GLASS ENCLOSURE AT DALAGUTE WET
 MARKET FOR DBPCARCAR BRANCH**

LOCATION: DALAGUTE WET MARKET, CARCAR, CEBU

PREPARED BY:

ARCH. KENNELLY G. CRAWFORD
 PCMU-CEMD TECHNICAL STAFF

RECOMMENDED BY:

MGR. ERICK M. VALIDO
 CONCURRENT OIC, PCMU
 (PER DEPT. ORDER NO. 2024-02, DATED 28 OCTOBER 2024)

APPROVED BY:

SM ALBERTO SANTIAGO A. BERMEJO
 CONCURRENT OIC, CEMD
 (PER OFFICE ORDER NO. 437, DATED 18 OCTOBER 2024)

SHEET NO:

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1