

TECHNICAL SPECIFICATIONS

PROJECT: SUPPLY AND DELIVERY OF VARIOUS FILING CABINETS FOR DBP BBG-SOUTHERN MINDANAO

I. APPROVED BUDGET FOR THE CONTRACT

SIX HUNDRED SIXTY THOUSAND PESOS ONLY (P660,000.00), inclusive of all applicable government taxes.

UNIT/BRANCH	ABC
BBG-SM (Office of the Head)	60,000.00
Cotabato Branch	60,000.00
Gensan Branch	120,000.00
Malita Branch	20,000.00
Mlang BLU	40,000.00
Marbel Branch	60,000.00
Mati Branch	200,000.00
Sta Cruz Branch	40,000.00
Tacurong Branch	20,000.00
Tagum Branch	40,000.00
Total	660,000.00

Project will be awarded to the Supplier with the lowest total quoted price, subject to the condition that quoted price shall not exceed the set ABC per unit/branch.

II. EQUIPMENT'S SPECIFICATION AND OTHER DETAILS

BRANCH	FILING CABINET TYPE	NO. OF UNITS	Budget per Unit
BBG-SM (Office of the Head)	Swing Type Door Cabinet	3	PHP 20,000.00
Cotabato Branch	4-Drawer Lateral Filing Cabinet	3	
Gensan Branch	4-Drawer Lateral Filing Cabinet	6	
Malita Branch	Metal/Steel Locker (12-door)	1	
Mlang BLU	4-Drawer Lateral Filing Cabinet	2	
Marbel Branch	Swing Type Door Cabinet	3	
Mati Branch	4-Drawer Lateral Filing Cabinet	10	
Sta Cruz Branch	4-Drawer Lateral Filing Cabinet	2	
Tacurong Branch	4-Drawer Lateral Filing Cabinet	1	
Tagum Branch	Swing Type Door Cabinet	2	

see attached approved specifications for each type of filing cabinet

Conforme:
Bidder's Company Name
Name & Signature of Authorized Representative
Designation
Date

III. DELIVERY AND INSTALLATION PERIOD

1. Within 45 calendar days upon receipt of Purchase Order (PO) / Notice to Proceed (NTP). If delivery will extend to 2025, supplier is required to have partial delivery on or before December 27, 2024.
2. Complete delivery addresses and branch's point person will be provided upon issuance of PO/NTP.
3. Winning bidder shall handle freight cost.
4. Upon delivery, the Supplier shall provide duly signed individual Delivery Receipts to the identified branches.

IV. CONDITIONS OF THE CONTRACT

1. The Winning Bidder shall ensure that the items delivered are in accordance with the approved Specifications. DBP may terminate /cancel the Purchase Order/Notice to Proceed when the Winning Bidder fails to deliver, perform and comply with its obligation as required in the contract.
2. The Winning Bidder, in consideration of the payment to be made by DBP, binds itself to pay, furnish and complete any and all necessary permits, materials, labor, tools, equipment, supplies, utilities, transportation, superintendence, supervision and other facilities to ensure performance on the supply, delivery, installation and testing of the units in the Procuring Entity.
3. DBP shall be free from any kind of claims, damages, liabilities or course of action in the event the Winning Bidder violates any terms and conditions hereof, including nay and all liabilities arising from the Winning Bidder's non-compliance with the requirements of the Workmen's Compensation, Social Security and other labor laws.
4. The Winning Bidder shall hold all obligations, duties and responsibilities necessary to the successful completion of the contract assigned to be undertaken by the Winning Bidder, including labor, materials, equipment and services, other incidentals and furnishings thereof in accordance with the specifications and the addenda prepared by DBP.

V. LIQUIDATED DAMAGES

If the winning bidder fails to satisfactorily deliver any or all of the Goods within the period specified in the Contract, inclusive of duly granted time extensions if any, the Procuring entity shall, without prejudice to its other remedies under the Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay until actual delivery performance. The maximum amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind the Contract, without prejudice to other courses of action and remedies open to it.

VI. PAYMENT

1. **ONE-TIME FULL PAYMENT** shall be processed and credited to the Winning Bidder's DBP deposit account or through Manager's Check upon issuance of Certificate of Inspection and Acceptance by the Procuring Entity, which shall be based on the completion of all deliverables.
2. The Winning Bidder shall open an account with DBP within ten (10) banking days upon receipt of Notice of Award (if no existing account yet).
3. Official receipt/Sales Invoice/Invoice shall be issued by the Winning Bidder upon receipt of full payment.

VII. RETENTION MONEY

The obligation for one (1) year warranty (reckoned from the date of acceptance) shall be covered by either retention money or a special bank guarantee equivalent to **five percent (5%)** of the total contract amount. The said amount shall only be released after the lapse of the warranty period of one (1) year, provided, however, that the good delivered are free from patent and latent defects and all conditions imposed under this Contract have been fully met.

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VIII. WARRANTY

1. One year warranty on parts upon acceptance of the project and shall be covered by a certificate. If the unit malfunctions or develop any trouble within the warranty period, the same shall be subject to repair or parts/unit replacement free of charge. Warranty shall likewise extend until such time the Winning Bidder completes the repair or replaces the defective part/unit.
2. Cost of transportation or delivery fee shall also be to the account of the supplier/contractor.
3. The Winning Bidder shall warrant that the goods subject to Purchase Order/ Notice to Proceed are free from the latent defects during inspection and testing periods.

IX. DOCUMENTARY REQUIREMENTS

The supplier must submit the following:

1. Signed Request for Quotation (RFQ)
2. Proposal/Quotation
3. Valid and Current Business Permit
4. BIR Certificate of Registration
5. Proof of PhilGEPS Registration/PhilGEPS Profile
6. Income/Business Tax Return
7. Technical Data Sheet/Brochure of the brand/model being offered.
8. Notarized Omnibus Sworn Statement signed by owner / authorized representative.
9. Signed/conformed technical specifications
10. Signed/conformed Integrity Pledge
11. Signed/conformed Data Privacy Consent Forms

Prepared By:

SIGNED

CAMILLE MARIANNE M. DELOS REYES
RBAC-SM Secretariat

Approved by:

SIGNED

VP MARY JOYCE B. SALGADOS
OIC, BBG-SM

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

TECHNICAL SPECIFICATIONS 4-LAYER LATERAL FILING CABINET

Specification:



- Materials : Cold rolled steel plate gauge #20
- Finish : Powder coated with anti-rust protection
- Features : Full extension handle, centralized locking system with black plastic
- Color : White
- Dimensions : 450 mm (W) x 450 mm (D) x 1320 mm (H);
Size tolerance (± 25.4 mm in either direction)

Note: The color should be the same or similar as the attached photo.

Conforme:

Bidder's Company Name

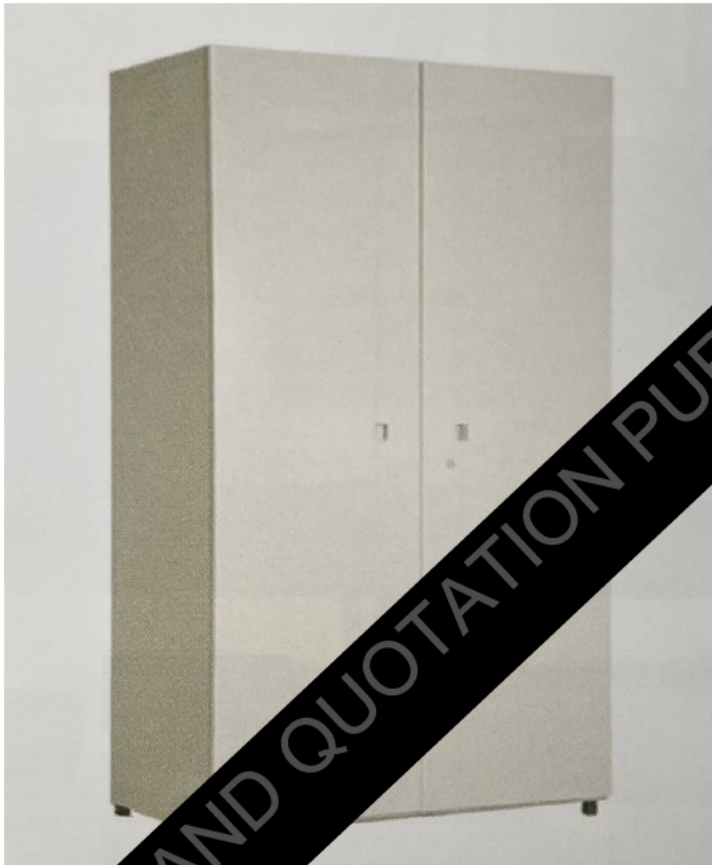
Name & Signature of Authorized Representative

Designation

Date

TECHNICAL SPECIFICATIONS
SWING TYPE DOOR CABINET

Specification:



- Materials : Galvanized steel plate gauge #20
- Finish : Powder coated with anti-rust protection
- Features : Pushed handle with lock and keys, 4 adjustable shelves
- Color : Light Gray
- Dimensions : 900 mm (W) x 450 mm (D) x 1800 mm (H);
Size tolerance (± 25.4 mm in either direction)

: Design should be the same or similar as the attached photo and request quotation from prospective suppliers for evaluation on your end.

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TECHNICAL SPECIFICATIONS
STEEL LOCKER - 12 DOOR OPENING



Specification:

Standard over-all dimension
72(H) x 36 (W) x 18 (D)

12 – Door Opening
Door size 15 (H) x 10 (W)

Features:

- With louvers, aluminum card holder, lock hasp & chrome plated handle on each door;
- Color – beige

Note : Design should be the same or similar as the attached photo.

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