



DEVELOPMENT BANK OF THE PHILIPPINES

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



PROJECT : REPAIR WORKS FOR DBP TACURONG BRANCH
LOCATION : DBP Building, Corner del Corro St., Poblacion, Tacurong City
SUBJECT : SCOPE OF WORKS

I. Approved Budget for the Contract:

FOUR HUNDRED FIFTY THOUSAND & 00/100 (Php450,000.00) (inclusive of VAT/applicable taxes)

II. Scope of Works/Technical Specifications:

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 & demobilization
- 1.2. Temporary facilities and utilities
- 1.3. Health and safety
- 1.4. Site maintenance
 - Site general cleaning
 - Hauling/disposal

2. SITE CONDITIONS

- 2.1. Chipping works (removal of existing tiles) at the ground floor with an area of 220 square meter, more or less
- 2.2. Demolition of dilapidated roof of 62 Square meter Storage room.

3. FINISHES

- 3.1. Polished homogenous tile finish
 - Tile size: 600mm x 600mm
 - Shall be full body porcelain with white finish and match with existing tile
 - Contractor shall provide sample/s for DBP approval.
- 3.2 Fabrication of Steel trusses and installation of new GI roof of the branch storage room
 - Steel trusses made from angle bars 2" x 5MM, 12MM RSB, and tubular bars 2 x 2 x 1.5 thick
 - Color roof long Span 0.4MM thickness, royal blue in color.

Note:

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

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

III. Conditions of the Contract:

1. The Contractor shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications/model.
2. The Contractor shall submit GANTT Chart or Construction Schedule reflecting all activities needed to complete the project, their sequence and duration.
3. The Contractor shall submit 2024 Mayor's Permit, PhilGEPS Registration No., PCAB License – minimum License Category D, under Classification B - General Building, and Omnibus Sworn Statement in compliance with RA 9184.
4. The 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. **Construction Period:** The Contractor shall complete all works within **sixty (60) calendar days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
6. **Construction Site:** DBP Tacurong Branch, National Highway, Brgy Poblacion, Tacurong City.
7. **Warranty:** One (1) year warranty upon completion of all works.
8. **Retention:** The obligation for the one (1) year warranty (reckoned from the date of completion) shall be covered by either retention money or special bank-guarantee equivalent to ten percent (10%) of the total contract amount. The remaining warranty shall be covered by paper warranty.
9. **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 (to expire upon completion of the project) 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%)

Conforme:
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Bidder's Company Name
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Name & Signature of Authorized Representative
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Designation
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Date
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10. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
11. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
12. The performance security may be released by the Procuring Entity after the issuance of the Certificate of Final Acceptance, subject to the following conditions:
 - a. Procuring Entity has no claims filed against the contract awardee or the surety company;
 - b. It has no claims for labor and materials filed against the contractor; and
 - c. Other terms of the contract.

IV. Payment:

ONE-TIME, FULL PAYMENT shall be processed after the completion of the project subject to submission of the following complete documents:

- Letter of Request for Payment
- Statement of Work Accomplishment
- Contractor's Affidavit
- Project Pictures

V. Liquidated Damages

1. 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, the DBP has the following options:

- a. Terminate the contract pursuant to the Guidelines on Termination of Contract and forfeit the erring Contractor's performance security.
- b. 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 the DBP in resorting to Termination of Contract under Annex I of the 2016 revised IRR of RA No. 9184.

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

VI. 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. PCAB License – minimum License Category D, under Classification B - General Building
7. Notarized Omnibus Sworn Statement signed by owner / authorized representative.
8. Signed/conformed Scope of Works
9. Signed Integrity Pledge
10. Signed Data Privacy Consent

Recommended by:

SIGNED

JENNIFER B. BITANTOS

Acting Cashier

Approved by:

SIGNED

ICHIE M. BARROMETRO

Acting Branch Head

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date



Development Bank of the Philippines

REQUEST FOR QUOTATION

Date

Sir/Madame:

Please quote your lowest price on the item as specified below with an approved budget of P 450, 000.00 and submit your quotation signed by your representative not later than December 12, 2024.

Thank you.

FROM:

SIGNED

REIMAN REN L. CIPRIANO
ADMINISTRATIVE ASSISTANT

CONDITIONS OF THE CONTRACT:

1. Quotation shall include fees, taxes, and other charges.
2. Please enclose the requested quotation in a sealed envelope and submit the same, on this address: DBP Tacurong Branch cor del corro St., Tacurong City or send via e-mail tacurong@dbp.ph on or before December 12, 2024.
3. The supplier shall ensure that the products delivered are in accordance with the specifications required by DBP. DBP has the right to reject items not according to the required specifications / model.
4. DBP may terminate / cancel the PO when the Supplier/ Contractor fails to deliver, perform and comply with its obligation as required for in the contract.
5. Delivery Period: The Supplier shall deliver the items within thirty (30) calendar days after receipt of the NTP/PO.
6. Point of Delivery: DBP Tacurong Branch cor del corro St., Tacurong City
7. DBP reserves the right to reject any and all quotations, to waive any defect in them and to award to the bidder whose price quotation is deemed most advantageous to the Bank.

PAYMENT:

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. Billing Statement / Statement of Account, Certification of Completion / Acceptance). Issuance of manager's check will be the mode of payment and payment processing will be a maximum of 30 days or as indicated in the Purchase Order.
2. 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.

OTHER REQUIREMENTS:

Interested Suppliers/Contractors must submit the documentary requirements indicated in the approved Scope of Works prior to the awarding of contract or issuance of Notice of Award (NOA).

For any queries, please feel free to contact the following:

1. REIMAN REN L. CIPRIANO , 09944992512
2. AM RUDIN F. FAGUTAO, 09178918094

ITEM QTY	UNIT	DESCRIPTION	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
1	LOT	REPAIR WORKS FOR DBP TACURONG BRANCH	450,000.00		
		(in compliance with attached Scope of Works)			

COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
CONTACT NUMBER: _____
SIGNATURE: _____