



**PROJECT:** SUPPLY, DELIVERY, INSTALLATION AND TESTING & COMMISSIONING  
OF 100KVA DISTRIBUTION TRANSFORMER SET AT DBP ZAMBOANGA  
BRANCH  
**LOCATION:** DBP BUILDING, DON P. LORENZO ST., ZONE IV (PORT AREA),  
ZAMBOANGA CITY 7000  
**SUBJECT:** SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS

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**I. Approved Budget for the Contract:**

**IN PESOS: THREE HUNDRED FIFTY THOUSAND PESOS (PHP350,000.00),  
INCLUSIVE OF ALL APPLICABLE TAXES**

Description	Total Quantity
100KVA DISTRIBUTION TRANSFORMER Primary Voltage: 7620/13200 Secondary Voltage: 120/240 Core: Amorphous	One (1)

**II. Technical Specification:**

The Supplier must supply or install items, materials, and products which are compliant with the certification requirements issued by the Bureau of Philippine Standards of Department of Trade and Industry (DTI-BPS).

**Notes:**

- Distribution transformer specification, rating and actual no./s shall be based on the final recommendation of Local Electric Cooperative.
- Distribution transformer shall be calibrated/tested by the service provider prior to installation.
- Supplier shall submit proof of result/ approval by the service provider through submission of certification/ transmittal or tampered-proof seal.

**III. CONDITIONS OF THE CONTRACT:**

1. The Supplier must conduct inspection and verification of the actual area of construction/ installation.
2. All wires (primary & secondary wires), mounting accessories shall be provided by the supplier to complete all requirements to operate the Distribution Transformer.
3. The Supplier shall submit all documents and pay all fees necessary to operate the Distribution Transformer.
4. The Supplier to provide necessary temporary protection on the work areas affected by the activities.
5. The Supplier shall also submit all the documents through email. (Branch email and cfmd@dbp.ph).
6. The Supplier must submit sample/s of materials/technical specification/shop drawing related to the project for approval by DBP before fabrication/installation. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications/model.
7. DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.

8. **Delivery and Installation Period:** The Supplier shall complete the project within Thirty (30) calendar days after receipt of Notice to Proceed (NTP).
9. **Warranty:** One (1) year warranty upon acceptance of items by DBP.
10. **Performance Security:** To guarantee the faithful performance of obligations, the winning supplier 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.	Five Percent (5%)
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 of Commercial Bank, if issued by a foreign bank.	
Surety Bond callable upon demand is issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)

#### IV. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- a. Proposal / Quotation
- b. Proof PhilGEPS Registration
- c. 2025 Mayor's / Business Permit
- d. Omnibus Sworn Statement
- e. Secretary Certificate (for Supplier under Partnership/Corporation)
- f. Signed Request for Quotation (RFQ)

#### V. PAYMENT:

1. Payment shall be processed after completion of the project subject to submission of complete documents for payment (i.e. Invoice/Billing Statement, Certificate of Completion/Acceptance).
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered item/s shall be deducted from the payment, in case the Supplier fails to deliver the items on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of PO/NTP, DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

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Recommended by:

**Per latest MAA dated 2 June 2022**

Unit Head or Team Head

Approved by:

SIGNED

**AM GIRLIE D. CUARTERO**

Branch Head