



Development Bank of the Philippines

**PROJECT : SUPPLY, DELIVERY, AND INSTALLATION OF ACOUSTIC CEILING BOARD SYSTEM AND REPAIR OF STORAGE ROOM AT DBP KIDAPAWAN BRANCH**  
**LOCATION : DBP BLDG., QUEZON BLVD. CORNER J.P. LAUREL ST., KIDAPAWAN CITY**  
**SUBJECT : SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

The project shall cover the repairs, and painting works of DBP Kidapawan Branch, including installation ceiling and lighting fixtures.

**MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT**

**I. APPROVED BUDGET FOR THE CONTRACT (ABC): NINE HUNDRED FORTY-EIGHT THOUSAND THREE and 00/100 Pesos (P948,003.00) Inclusive of Vat/ Applicable Taxes**

**II. SCOPE OF WORKS/TECHNICAL SPECIFICATIONS**

The Contractor shall undertake all necessary activities, including the provision of labor, materials, tools, equipment, and supervision, to successfully complete the installation of acoustic ceiling boards and repair of storage room at DBP Kidapawan Branch. The scope includes, but not limited to the following:

**1. GENERAL REQUIREMENTS**

- 1.1. Mobilization and Demobilization
- 1.2. Temporary Utilities
  - 1.3.1 Temporary Power
- 1.3. General Cleaning and Hauling of Debris including Disposal
- 1.4. Health and Safety

**2. SITEWORKS AND MAINTENANCE**

- 2.1. Surface Preparation
  - 2.1.1. Cleaning and preparation of wall surface area for painting
- 2.2. Dismantling Works
  - 2.2.1. Dismantling of existing ceiling  
Location: Ground floor and mezzanine ceiling,  
Storage room
  - 2.2.2. Dismantling of wooded shelves  
Location: External storage room

**3. MASONRY WORKS**

- 3.1. Plastering of Walls
  - 3.1.1. Repair and plastering of damaged interior walls and treatment of cracks  
Location: External storage room

**4. WOODS, PLASTICS AND COMPOSITES**

- 4.1. Ceiling
  - 4.1.1. 6mm thk. ficem board ceiling on metal furring  
Location: External storage room
  - 4.1.2. 1200mm x 600mm x 10mm thk Acoustic board complete with T-runners and framings/ accessories  
Location: Branch ground floor and mezzanine

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

Handwritten signature and initials.

Notes:

- Installation of the new acoustic ceiling panels should be complete with a standard suspension system, hangers and support.
- Panels must be installed level and properly aligned.
- Necessary adjustments and cutting of panels for integration with existing utilities such as lighting, air-conditioning vents etc.

**5. THERMAL AND MOISTURE PROTECTION**

5.1. Roofing

- 5.1.1. Ga# 24 pre-painted corrugated G.I. roofing, complete with flashings and accessories

Location: External storage room

5.2. Roof insulation

- 5.2.1. 10mm thk double faced PE foam roof insulation

Location: Proposed carport and storage room

5.3. Interior side waterproofing

- 5.3.1. High-performance mastic waterproofing membrane

Location: Interior wall of external storage room along firewall side

**6. FINISHES**

6.1. Painting works

- 6.1.1. Acrylic Latex Paint

Semi-gloss paint finish straight from the can for interior walls, door, and door jamb

Location: External storage room

- 6.1.2. Flat latex paint finish white for ficem board ceiling

Location: External storage room

**7. FURNISHINGS**

7.1. Steel Shelves

- 7.1.1. 4-layer 900mm (l) x 400mm (w) x 1840mm (h) steel shelves (all steel)

Location: External storage room

**8. ELECTRICAL WORKS**

8.1. Tapping to existing electrical power supply

8.2. Lighting and fixtures

- 8.2.1. 2- 16W 1200mm T5 LED tube (Daylight) on 600mm x 1200mm mirrorized lighting fixture (surface mounted)

8.3. Wires and cables

- 8.3.1. 3.5mm<sup>2</sup> THHN stranded (150m/roll)

8.4. Conduits and fittings

- 8.4.1. 25mmØ PVC pipe (3m/pc) with adapter and locknut

- 8.4.2. 20mmØ flexible PVC pipe (50m/roll)

- 8.4.3. 20mmØ straight connector

- 8.4.4. 20mmØ angle connector

8.5. Boxes

- 8.5.1. Junction box with cover (PVC)

- 8.5.2. Utility box (PVC)

8.6. Switches and outlets

- 8.6.1. 2-gang switch with plate (16A)

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

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8.7. Other accessories

8.7.1. Consumables (screws, tie wire, joint compound, fiber mesh tape, putty, sealant, and cutting discs/blades)

**IV. 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 sample materials for DBP approval prior to installation.
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 Supplier shall complete the project within **Thirty (30) calendar days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
6. **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 issuance by DBP of a Certificate of Final Acceptance per IRR of R.A. 12009, Section 68.6) in any of the following forms and percentages 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%)        |

**V. WARRANTY**

To assure that defects shall be corrected by the Contractor, a one (1) year warranty security shall be required.

**VI. PAYMENT:**

A one-time full payment shall be processed after the completion of the project subject to submission of the following complete documents:

- Invoice/Billing Statement
- Certificate of Completion/Acceptance
- Project Pictures

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

**\*\*Please be advised that the project will undergo validation and inspection by our Head Office team.\*\***

#### **VII. LIQUIDATED DAMAGES:**

1. Once the contractor fails to satisfactorily complete the works under the contract within the specified contract duration, inclusive of duly granted time extensions, if any, the contractor shall be liable for liquidated damages in an amount equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.
2. In computing liquidated damages, the DBP shall determine the usability of the project. A project or a portion thereof may be deemed usable when it starts to provide the desired benefits as certified by the targeted End-User or Implementing Units and the DBP.
3. To be entitled to liquidated damages, the DBP does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due, or which may become due the contractor under the contract, collected from the retention money or other securities posted by the contractor, or a combination thereof, whichever is convenient to the DBP.
4. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. This does not, however, preclude the DBP in resorting to Termination of Contract under Section 71.4 of the IRR of R.A. 12009.

#### **VIII. DOCUMENTARY REQUIREMENTS:**

Interested Supplier/s must submit the following documents:

- Proposal/Quotation
- Proof PhilGEPS Registration
- 2025 Mayor's/Business Permit
- Omnibus Sworn Statement
- Secretary Certificate (for Supplier under Partnership/Corporation)
- Signed Request for Quotation (RFQ)
- Data Privacy Consent Form

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Recommended by:

**SIGNED**

**AM SHIRLEY S. GARBO**  
Branch Services Officer, Kidapawan Branch

Approved by:

**SIGNED**

**AVP LANT A. CASTANIAGA**  
Head, Kidapawan Branch

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| <b>Conforme:</b>                              |
| _____   |
| Bidder's Company Name                         |
| _____   |
| Name & Signature of Authorized Representative |
| _____   |
| Designation                                   |
| _____   |
| Date  |
| _____   |