

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF AIR-CONDITIONING UNITS

I. APPROVED BUDGET FOR THE CONTRACT

PESOS: THREE HUNDRED SIXTY-FIVE THOUSAND FIVE HUNDRED SIXTY-FIVE AND 03/100 (₱ 365,565.03) INCLUSIVE OF ALL APPLICABLE TAXES

Description	Quantity	Amount
Supply, Delivery, Installation, Testing and Commissioning of Air-Conditioning Units	1 lot	₱ 365,565.03

II. REQUIREMENTS

A. Technical Specifications

Air-conditioning Unit

Quantity	:	Two (2) units
Rating	:	4.0HP/3.0TR
Type	:	Inverter
Phasing	:	Single phase
Refrigerant Type	:	R32
Classification	:	Split-type

Note: Other specifications per manufacturer's standard.

B. Other Requirements

1. Supplier to dismantle and decommission existing two (2) units cassette-type air-conditioning including outdoor units; and restore affected finishes to match existing.
2. Supplier to provide all accessories including installation of fan-coil unit (FCU) drain (tapped to nearest discharge point) and tapping of new air-conditioning system to existing power supply.
3. Supplier to strictly observe the maximum allowable refrigerant piping length to ensure optimal performance of the air-conditioning system.
4. The supplier must submit shop drawings and brochures/specification sheets of devices/equipment for approval by DBP before purchase and/or installation. All items must conform with the standards implemented by the Bureau of Philippine Standards of the Department of Trade and Industry (DTI-BPS).

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C. Manner of Delivery

Winning bidder shall handle freight shipments from its office to **DBP Siquijor Branch, Siquijor Convention Center Building, Mabini St., Brgy. Poblacion, Siquijor, Siquijor** (delivery location).

III. CONDITIONS OF THE CONTRACT

1. The supplier shall conduct inspection and submit technical specification for DBP approval prior to procurement.
2. The supplier 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.
3. The DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) should the supplier fail to deliver, perform and comply with its obligation.
4. **Delivery Period:** The Contractor shall complete all works within **thirty (30) calendar days** after receipt of PO/NTP.

IV. PAYMENT

1. **One-time, full payment** shall be issued upon completion/acceptance of all works.
2. When the supplier fails to satisfactorily complete all works under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages-in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods schedules for delivery for every day of delay until such goods are finally delivered and accepted by DBP following the provisions stipulated in RA 12009.

V. WARRANTY

In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of **one (1) year** after completion/acceptance by the procuring entity of the delivered items.

Recommended by:

Approved by:

SM-OIC, BPMU
(per Office Order No. 325 dtd 07/14/2025)

OIC, CFMD
(per Office Order No. 458 dtd 11/19/2024)

DBP SQUIJOR BRANCH, SQUIJOR CONVENTION CENTER BLDG., MABINI ST., BARANGAY POBLACION, SQUIJOR, SQUIJOR

Project Location

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