



DEVELOPMENT BANK OF THE PHILIPPINES
2nd Floor, DBP Building, C. M. Recto Avenue, Davao City



SCOPE OF WORKS

LABOR AND MATERIALS FOR THE INSPECTION AND REPAIR OF THE SANITARY LINES LOCATED AT THE 2ND FLOOR DBP DAVAO BUILDING AND TO CONDEMN THE WATERLINE AT THE MEN'S AND WOMEN'S CR AT THE 3RD FLOOR OF DBP DAVAO BUILDING

**A. APPROVED BUDGET FOR THE CONTRACT (ABC) – PHP 228,000.00
INCLUSIVE of installation fee, transportation fee and applicable government taxes**

B. MODE OF PROCUREMENT – SMALL VALUE PROCUREMENT (SVP)

C. AUTHORITY TO CONDUCT PROCUREMENT: 2025 ANNUAL PROCUREMENT PLAN

D. SCOPE OF WORK

➤ **INSPECTION AND REPAIR OF SANITARY LINE LOCATED AT THE 2ND FLOOR OF DBP DAVAO BUILDING**

1. Site measurement and inspection
2. Removal of old or damaged sanitary pipes and fittings
3. Installation of new sanitary lines and fittings
4. Repair of clogged floor drains at the women's and men's CR
5. Repair of the leaking pipes of the toilet bowls at the women's CR
6. Installation of new floor drains
7. Others: Installation of hydraulic door closer at the women's and men's CR
8. Restoration of walls, floors, or ceiling that are opened for pipe installation
9. All trash and debris must be removed from the immediate work area as the work progresses and should be placed in trash bags, sacks or appropriate container before disposal.
10. Upon completion of works, the contractor shall remove all temporary structures, if any, and surplus materials before leaving the premises. All old materials removed from the site shall be carefully piled up and disposed by the Contractor.

➤ **INSPECTION AND REPAIR OF WATERLINE AT THE WOMEN'S AND MEN'S CR AT THE 3RD FLOOR DBP DAVAO BUILDING**

1. Site measurement and inspection
2. Trace water line of the women's and men's CR
3. Condemn of old water line pipes
4. Restoration of walls, floors, or ceiling that are opened for pipe installation
5. Replacement of dilapidated ceiling at the 2nd women's CR.

E. OTHER TERMS AND CONDITIONS

➤ MANPOWER SUPERVISION

- The Contractor shall employ a competent supervisor who will supervise the work during the agreed schedule of repair
- The Contractor shall not employ minor workers and will hire qualified and competent plumbing technicians
- The Contractor shall be fully responsible for the safety of his men and clearly understands and agree that no employer-employee relationship shall exist between the contractor's men and the DBP.
- Any damage caused by the Contractor or his men to any property of the DBP or injury or death to a third party shall be the sole responsibility of the Contractor and the latter shall pay the cost or shoulder the burden thereof.
- Smoking on Bank premises is prohibited at all times.
- Workers wearing sleeveless shirts, tank tops, half shirts, shorts shall not be permitted to enter the Bank premises.
- DBP shall be free and made harmless from any and all kind of claims, damages, liabilities arising from the contractor's non-compliance with the requirement of the workmen's compensation, Social Security and other labor laws.

➤ DELIVERY PERIOD AND DELIVERY ADDRESS

- Address: 2nd floor, DBP Building, CM Recto Avenue, Davao City
- Delivery Period: **thirty-five (35) calendar days** reckoned from the date of the acceptance of Notice to Proceed
 - Note: Corresponding penalties shall apply for late delivery of service. For every day of delay, 1/10 of 1% of the price of the undelivered service shall be deducted from the payment, in case the Supplier fails to deliver the items on time.

➤ WARRANTY

- The **6-month warranty period** will commence upon the Certificate of Acceptance and upon inspection of the DBP representative. Within the warranty period, supplier is required to:
 - Repair defective part/s for free within 1 week from date of notification;
 - Provide free services for the inspection and troubleshooting as needed; and
 - Replace unit with a new one if persistent similar errors occur within the warranty period.

➤ PAYMENT TERMS AND DOCUMENTARY REQUIREMENTS

- DBP's manner of payment shall be a **one-time full payment** of the amount indicated in the Purchase Order via issuance of a Manager's Check.
- Payment processing will be a maximum of **thirty (30) days** or as indicated in the Purchase Order.
- Payment shall be processed only after the complete delivery and complete submission of the following documents
 - Billing Statement/Statement of Account
 - Certificate of Completion/Acceptance

➤ **DOCUMENTARY REQUIREMENTS**

Interested Supplier/s must submit clear copies the following:

- a. Signed Proposal/Quotation
- b. PhilGEPS Registration Number
- c. Valid/current Mayor's/Business Permit
- d. Omnibus Sworn Statement for ABC above Php50,000.00
- e. Signed Data Privacy Form
- f. Signed Integrity Pledge

The Contractor shall hold all obligations, duties and responsibilities necessary to the successful completion of the contract assigned to or be undertaken by the contractor, including all labor, materials, equipment and services thereof in accordance with the specifications and all addenda prepared by DBP.

Prepared by:

---- **SIGNED** ----

ABIGAIL P. DACANAY

RBAC Secretariat Member, SWM LG

Approved by:

---- **SIGNED** ----

JAY ART C. GALACHE

Senior Assistant Vice President

Head, DBP Davao Lending Center

Conforme:

Company Name

Name & Signature of Authorized Representative

Designation

Date