

PHILIPPINE BIDDING DOCUMENTS

Procurement of INFRASTRUCTURE PROJECTS

Sixth Edition

**FIT-OUT CONSTRUCTION OF THE GINGOOG
BRANCH OF THE DEVELOPMENT BANK OF
THE PHILIPPINES**

BID REFERENCE NO. I-2025-05

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by

the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

INVITATION TO BID for

FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE DEVELOPMENT BANK OF THE PHILIPPINES Bid Reference No. I-2025-05

1. The Development Bank of the Philippines (DBP), through the Corporate Budget, intends to apply the sum of **Eleven Million Six Hundred Eighty-Four Thousand Eight Hundred Seventy Pesos & 12/100 (PhP 11,684,870.12) inclusive of applicable taxes**, being the Approved Budget for the Contract (ABC), to payments under the contract for the above-cited project. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. DBP now invites bids from contractors for the fit-out construction of the DBP Gingoog Branch. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidders must have a valid and current PCAB License under: **Classification: "B – General Building"**, minimum **License Category: "D"**, and **Size Range: "Small B"**. Bidders must also have completed a contract similar to the project within the last five (5) years equivalent to at least fifty percent (50%) of the ABC. **Similar contract shall mean "fit-out construction, grounds-up construction, renovation, rehabilitation, or repair of office spaces or buildings"**.

Note: Bidders/contractors under Small B categories without similar experience on the contract may be allowed to bid if the cost of the contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.

4. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
5. The following is the schedule of bidding activities:

Particulars	Date	Venue
Issuance and Availability of Bidding Documents	Starting 26 August 2025 9:00 AM to 3:00 PM only (excluding weekends and holidays)	6/F BAC Secretariat, DBP Head Office, Makati City
Pre-Bid Conference	3 September 2025 (Wednesday) 10:15 AM	12/F Suite 5, DBP Head Office, Makati City
Submission of Eligibility Documents, Technical, and Financial Proposals*	17 September 2025 (Wednesday) ON OR BEFORE 9:00 AM	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility Documents, Technical, and Financial Proposals	17 September 2025 (Wednesday) 9:30 AM	12/F Suite 5, DBP Head Office, Makati City

**Bids submitted beyond the deadline shall not be accepted*

6. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”. Post-qualification of the lowest calculated bid shall be conducted.
7. A complete set of Bidding Documents may be acquired by interested bidders from the BAC Secretariat with the address below and **upon payment of the non-refundable fee of Twenty-Five Thousand Pesos (PhP 25,000.00)**, pursuant to the latest Guidelines issued by the GPPB. The electronic copy of the Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement Service (PhilGEPS) and the DBP website, provided that bidders pay the applicable Bidding Documents fee at least the day before the deadline for submission of bids if they intend to participate and submit their bid proposals.

BAC Unit - Procurement and Inventory Management Department (PIMD), 6th Floor, Development Bank of the Philippines (DBP) - Head Office, Sen. Gil Puyat Ave. corner Makati Ave., Makati City

8. The Pre-bid Conference shall be open to all interested parties. Bidders may attend the Pre-bid Conference and Bid Opening through videoconferencing via Zoom Meeting app. **Bidders who wish to attend/participate via Zoom Meeting must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled bid activity and provide their contact information (name of company, name of representative, email address, contact number)**. Bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents to ensure completeness and compliance of bids. Bidders are prohibited from recording (audio, video or picture format) the proceedings of the Pre-Bid Conference.
9. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated above **OR** via (ii) online or electronic submission **on or before deadline as specified on the above schedule**. **Late bids shall not be accepted**. Bids submitted after the deadline shall only be marked for purposes of recording the time of submission to the DBP BAC Secretariat but shall not be accepted, thus, they shall be returned to the bidder unopened and intact. All bids must be accompanied by a bid security in any of the acceptable forms and amount.
10. **Electronic bids shall only be submitted through the BAC’s Microsoft OneDrive, as the official electronic/online submission facility**. Bidders shall inform and coordinate with the BAC Secretariat (through **bacsecretariat@dbp.ph**) on their intent to submit their bids online at least one (1) day before the scheduled deadline of submission. **Bids which are not submitted through MS OneDrive and/or not password-protected shall be disqualified**. Please refer to the Bid Data Sheet for the detailed guidelines and procedure for electronic/online submission.
11. Bidders are advised to regularly check the DBP and PhilGEPS websites for bid bulletins/announcements regarding the project.
12. DBP reserves the right to accept or reject any bid, declare a failure of bidding, annul the bidding process, reject all bids or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected Bidder/s. Furthermore, DBP reserves the right to waive any minor defects and to accept the proposal most advantageous to the Bank.

13. For further information, please contact:

DBP Bids and Awards Committee Secretariat

6/F Procurement and Inventory Management Department

DBP Head Office, Sen. Gil J. Puyat corner

Makati Avenue, Makati City

Trunkline: (+632) 8818-9511 local 2606 or 2610p

Email: **bacsecretariat@dbp.ph**

Bid Reference No. I-2025-05

(SIGNED)

DBP Bids and Awards Committee

REMINDERS

- Please be informed that DBP exercises Zero Tolerance for all types of fraud including illegal practices, corruption and malpractices. DBP officers and employees shall act ethically and lawfully in all transactions and dealing with stakeholders avoiding any appearance of irregularity that could erode the trust and confidence in the Bank as an institution and as the government as a whole.
- DBP cautions the public in dealing with individuals claiming association with the Bank, especially those posing as BAC members for any form of monetary solicitation or support. DBP does not condone illegal acts and disowns any responsibility for transactions made with unauthorized individuals.

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, ***Fit-Out Construction of the Gingoog Branch of the Development Bank of the Philippines***, with Project Identification Number ***I-2025-05***.

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***CY 2025*** in the amount of ***Eleven Million Six Hundred Eighty-Four Thousand Eight Hundred Seventy Pesos & 12/100 (PhP 11,684,870.12)***.

2.2. The source of funding is **the Development Bank of the Philippines**.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

- 7.1. *[If Procuring Entity has determined that subcontracting is allowed during the bidding , state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.2. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible

for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **6th Floor, BAC Conference Room, DBP Head Office, Makati City** and/or through videoconferencing/webcasting as indicated in paragraph 5 of the Invitation to Bid (IB).

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Eligibility, Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Eligibility, Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

14. Bid and Payment Currencies

- 14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 14.2. *Payment of the contract price shall be made in:*
 - a. Philippine Pesos.

15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until **One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening**. Any bid not accompanied

by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 5 of the **IB**.

18. Opening and Preliminary Examination of Bids

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 5 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <u>“fit-out construction, grounds-up construction, renovation, rehabilitation, or repair of office spaces or buildings”.</u></p>
7.1	<p>Subcontracting is not allowed.</p>
8	<p>The Development Bank of the Philippines will hold a Pre-bid conference for this Project on:</p> <p>Date: <u>3 September 2025 (Wednesday); 10:15 AM</u> Venue: 12th Floor, Suite 5, DBP Head Office, Makati City and/or through videoconferencing/webcasting as indicated in paragraph 5 of the Invitation to Bid (IB).</p> <p>Conduct of Pre-bid Conference:</p> <p>Bidders shall be allowed to participate during the conduct of Pre-bid Conference via Zoom Meeting platform. Although attendance during the Pre-bid Conference is not mandatory, prospective bidders are encouraged to attend to fully understand the Bank’s requirements through its Technical Specifications, Scope of Works or Terms of Reference and other contents of the Bidding Documents.</p> <ol style="list-style-type: none"> a. Non-attendance of a prospective bidder during the Pre-bid Conference will in no way prejudice its bid. However, it is the sole responsibility of the bidder to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the issuance of the Supplemental/Bid Bulletin. b. All prospective bidders shall be guided by the following: <ol style="list-style-type: none"> b.1 All prospective bidders who will attend the Pre-bid Conference must use the Zoom Meeting App and must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled Pre-bid Conference and provide their contact information: <ul style="list-style-type: none"> ✓ Complete name of the representative ✓ Complete name of the company ✓ Registered e-mail address ✓ Mobile/cell phone numbers b.2 The BAC Secretariat shall send an invite to all prospective bidders through their respective e-mails who desire to join/participate in the Pre-bid Conference using Zoom Meeting at least one (1) day before the said activity. b.3 The BAC Secretariat shall call all prospective bidders using Zoom Meeting on the respective time slots for a specific procurement project;

	<p>b.4 The Chairman, or in her absence, the First Vice Chairperson or the Second Vice Chairperson, shall acknowledge all prospective bidders who are present via Zoom Meeting;</p> <p>b.5 Bidders shall turn on their video cameras at all times or during the Pre-bid Conference and Opening of Bids for transparency and recording purposes.</p> <p>b.6 If in case a bidder was not able to join the Pre-bid Conference, they may send their clarifications or queries to the Secretariat through e-mail. All clarifications or queries sent via e-mail including those that were discussed during the Pre-bid Conference shall be properly recorded and shall be included and addressed in the Supplemental Bid Bulletin;</p> <p>b.7 Prospective bidders need not to have their account/e-mails registered in the Zoom Meeting App. However, bidder must still download the Zoom Meeting App.</p>
10.3	No further instruction.
10.4	<p>The following key personnel must meet the required minimum years of experience:</p> <ul style="list-style-type: none"> • Project Coordinator - minimum of one (1) year relevant experience • Safety Officer (SO2)/ Site Safety Officer- minimum of one (1) year relevant experience and training certification; and • Quality Assurance/Quality Control (QA/QC) Officer - minimum of one (1) year relevant experience
10.5	<p>The minimum major equipment requirements are the following:</p> <ul style="list-style-type: none"> • Power tools • Dump Truck / Closed van for hauling • Welding machine • Demolition hammer <p><u>The above-mentioned equipment must be supported by any of the following:</u></p> <ol style="list-style-type: none"> 1. Proof of ownership (O.R and C.R/Deed of absolute sale) – for owned equipment; 2. Certificate of availability of lease equipment – for leased equipment; and/or 3. Lease contract agreement as well as the proof of ownership of the lessor.
12	Not applicable.
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than PhP 233,697.40 <i>[two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;

	<p>b. The amount of not less than PhP 584,243.51 <i>[five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
16	<p><u>For Manual Submission of Bids:</u></p> <p>Each bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</p> <p>Bidders shall submit their bids through their duly authorized representative enclosed in sealed envelopes:</p> <ol style="list-style-type: none"> The first sealed envelope “ENVELOPE (1)” shall contain the folders of the eligibility requirements and technical component of the bid; prepared in three copies and labeled as follows: <ul style="list-style-type: none"> • ORIGINAL – Eligibility Requirements and Technical Component • COPY 1 – Eligibility Requirements and Technical Component • COPY 2 – Eligibility Requirements and Technical Component The next sealed envelope “ENVELOPE (2)” shall contain the folders of the financial component of the bid; prepared in three copies and labeled as follows: <ul style="list-style-type: none"> • ORIGINAL – Financial Component • COPY 1 – Financial Component • COPY 2 – Financial Component “ENVELOPE (1)” and “ENVELOPE (2)” shall then be enclosed in a single mother envelope/package/box, which must be duly labeled, signed, and sealed. <div data-bbox="450 1254 1372 1709" data-label="Diagram"> <pre> graph LR A["ENVELOPE (1) ELIGIBILITY REQUIREMENTS AND TECHNICAL COMPONENT • ORIGINAL • COPY 1 • COPY 2"] --> D["ENVELOPE (3) MOTHER ENVELOPE"] B["ENVELOPE (2) FINANCIAL COMPONENT • ORIGINAL • COPY 1 • COPY 2"] --> D </pre> </div> <ol style="list-style-type: none"> All envelopes “ENVELOPE (1)”, “ENVELOPE (2)”, and the MOTHER ENVELOPE shall indicate the following as its outer label: <ul style="list-style-type: none"> – addressed to DBP Bids and Awards Committee – name and address of the bidder in all capital letters – name of the project to be bid in all capital letters – bear the specific reference number for the project

	<p>– bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>TO : THE BIDS AND AWARDS COMMITTEE DEVELOPMENT BANK OF THE PHILIPPINES (DBP)</p> <p>FROM : _____ <i>(Name of Bidder in All Capital Letters)</i></p> <p>ADDRESS: _____ <i>(Address of Bidder in All Capital Letters)</i></p> <p>PROJECT : _____ _____</p> <p>BID REFERENCE NO : _____ <i>(In Capital Letters, Indicate the Phrase):</i> “DO NOT OPEN BEFORE: (DATE AND TIME OF OPENING OF BIDS)”</p> </div> <p><u>For Online/Electronic Submission of Bids:</u></p> <p>Proper labelling of bids (for <u>ELECTRONIC BID SUBMISSION</u>)</p> <p>All bidders must upload their bids/archived files in their respective folders as illustrated below:</p> <p>1) For the first envelope/archived file containing the Eligibility and Technical Proposals:</p> <div style="display: flex; align-items: center; margin-top: 10px;">  <div> <p>- (Name of Company/Office/Bidder)_FOLDER 1_ELIGIBILITY AND TECHNICAL COMPONENT_BID</p> <p>e.g. <i>XYZ Corporation_FOLDER 1_ELIGIBILITY AND TECHNICAL COMPONENT_BID</i></p> </div> </div> <p>2) For the second envelope/archived file containing the Financial Proposals:</p> <div style="display: flex; align-items: center; margin-top: 10px;">  <div> <p>- (Name of Company/Office/Bidder)_FOLDER 2_FINANCIAL COMPONENT_BID</p> <p>e.g. <i>XYZ Corporation_FOLDER 2_FINANCIAL COMPONENT_BID</i></p> </div> </div>
	<p>Manner of Submission of Bids</p> <p>The BAC shall adopt the following procedure in the submission and receipt of bids:</p>

Manual Submission:

- a. Bidders shall be permitted to submit bids through actual submission by submitting the printed copies which must still be compliant with the two-envelope system and the sealing and marking of bids under Section 25 of the Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR);
- b. Bidders shall submit the printed copies of their bid proposals preferably at least one (1) day before the deadline for the submission and receipt of bids;
- c. Bidders may send another representative to submit their bid proposals;
- d. The bidder or its representative shall coordinate with the Secretariat in submitting their bids. Bidders or its representative shall present to the Secretariat the transmittal page containing the Checklist of Requirements attached in the Bidding Documents, or if in case a Supplemental Bid Bulletin was issued, the transmittal page containing the Revised Checklist of Requirements, in which a date and time stamp shall be given as a proof on the submission and receipt of bids. The date and time stamp shall serve as the reference of the BAC and the bidders during the Opening of the Bids;
- e. The Secretariat shall be the sole custodian and shall be responsible in safekeeping the bid proposals;

Electronic Submission:

- a. Bidders shall submit their bid proposals via electronic format provided that it shall comply with the following requirements:
 - a.1 uses a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;
 - a.2 allows access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and
 - a.3 capable of generating an audit trail of transactions to ensure the security, integrity and authenticity of bid submissions.
- b. Bidders shall comply with the required and proper labelling of bids provided in **Clause 15 of Bid Data Sheet (BDS)**.
- c. Bidders shall submit their bid proposals using the following format:
 - ✓ The following documents must be saved in PDF file format:
 - Eligibility Documents and Technical Requirements (First Envelope); and
 - Financial Proposals (Second Envelope)

	<ul style="list-style-type: none"> ✓ PDF Files must be archived in “.zip” file format. Note: .RAR is not recommended. ✓ Shall be labelled as “Name of the Company/Office/Bidder_ELIGIBILITY AND TECHNICAL/FINANCIAL_BID” ✓ Password encrypted <p><u>For the detailed procedures on how to create and encrypt password on archive files, please refer to PAGE 49 of this Guidelines.</u></p> <ul style="list-style-type: none"> d. The BAC shall use Microsoft Office 365 OneDrive (MS OneDrive) as the official platform/facility for the electronic submission of bids; e. Bidders shall inform/notify the BAC Secretariat through email at <u>bacsecretariat@dbp.ph</u>, at least one (1) day prior to the deadline of submission and receipt of bids, their intent to submit their bids online. The BAC Secretariat shall then send to the bidders the link of the MS OneDrive folder where the bidders shall upload their electronic bids. f. Upon receipt of the bids containing the first and second envelopes, the BAC through its Secretariat shall send a “Bid Receipt” page for the official date and time of submission which can be saved or printed by the bidder; g. A bidder may modify its bid, provided that this is done before the deadline for the submission and receipt of bids. Bidders shall send another bid equally secured, properly identified, and labelled as a “modification” of the one previously submitted. The time indicated in the latest “Bid Receipt” page generated shall be the official time of submission. <u>Bids submitted after the deadline shall not be accepted.</u> h. <u>Bids which are not submitted through MS OneDrive and/or not password-protected shall be disqualified.</u> i. <u>Bids that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.</u> j. The use of the aforesaid online or electronic bid submission shall be allowed until such time the online bidding facility under the PhilGEPS becomes fully operational.
17	<p>The address for submission of bids is:</p> <p>Development Bank of the Philippines - Head Office Bids and Awards Committee (BAC) Secretariat 6th Floor, BAC Secretariat, Procurement Management Department (PMD) Sen. Gil Puyat Ave., cor. Makati Ave., Makati City</p> <p><u>The deadline for submission of bids is:</u></p> <p><u>17 September 2025 (Wednesday), ON OR BEFORE 9:00 AM*</u> *Bids submitted beyond the deadline shall not be accepted</p>

18	<p>The place of bid opening is:</p> <p>Development Bank of the Philippines - Head Office 6th Floor, BAC Conference Room, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City or via videoconferencing/Zoom Meeting app</p> <p>The date and time of bid opening is: 17 September 2025 (Wednesday), <u>9:30 AM</u></p>
19.2	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20	<i>None</i>
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. Possession of Site

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

7. Warranty

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

- 11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.
- 11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

- 15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	<i>Please refer to Scope of Works per Form 8-A</i>
4.1	<i>Please refer to Scope of Works per Form 8-A</i>
6	The site investigation reports are: None
7.2	<p><i>[Select one, delete the other.]</i></p> <p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:] Fifteen (15) years.</i></p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:] Five (5) years.</i></p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:] Two (2) years.</i></p>
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative as specified in the Scope of Services per FORM 8-A
11.2	The amount to be withheld for late submission of an updated Program of Work is indicated in the Scope of Works per Form 8-A.
13	The amount of the advance payment as indicated in the Scope of Services per Form 8-A <i>shall not exceed 15% of the total contract price and schedule of payment</i>].
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	<p>The date by which operating and maintenance manuals are indicated in the Scope of Services per Form 8-A.</p> <p>The date by which "as built" drawings are indicated in the Scope of Services per Form 8-A.</p>

15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is indicated in the Scope of Services per Form 8-A.
	<u>The bidder declared as Lowest or Single Calculated and Responsive Bid must open an account with DBP upon issuance of Notice of Award for payment purposes (in case no account with DBP yet).</u>

Section VI. Specifications

***Please refer to FORM 8-A of this
Bidding Documents for the
Scope of Works and Specifications***

Section VII. Drawings

***The Reference Drawings for
DBP Gingoog Branch are attached as a
separate file as Annex A***

Section VIII. Bill of Quantities

Please refer to FORM 12 of this Bidding Documents for the Bill of Quantities (BOQ)

Section IX. Checklist of Eligibility, Technical, and Financial Documents

**FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05**

TRANSMITTAL FORM

CHECKLIST OF REQUIREMENTS FOR BIDDERS

Note: Please fill-out this form and submit directly to the BAC Secretariat outside of the sealed envelopes.

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT
Received:

Name of Bidder: _____

Complete Address: _____

Submitted by: _____

Landline: _____ Email: _____

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
LEGAL ELIGIBILITY DOCUMENTS	
TAB 1	<p>If the bidder is a joint venture (JV):</p> <p><u>If bidding as a formed JV:</u> Submit the existing valid, duly accomplished, signed and notarized JV Agreement (JVA). The JVA must specifically indicate among others, the following: the partner company that will represent the JV, the shareholdings of each partner company in the JV (to determine which partner company and its nationality has the controlling majority share), and the share of each partner company in the JV.</p> <p>Moreover, please likewise note:</p> <p><u>If the JV is incorporated or registered with the relevant government agency,</u> all documents listed in this checklist must be under the JV's name and shall submit the PhilGEPS Certificate of Registration under Platinum Category also under the JV's name.</p>
TAB 2	<p>Proof of appointment/authority of bidder's representative:</p> <p>a. Duly notarized Special Power of Attorney (if the bidder is a sole proprietorship and the owner opts to appoint a representative) (Template per FORM 1-A)</p> <p>OR</p> <p>b. Duly notarized Secretary's Certificate (if the bidder is a corporation, partnership or cooperative)</p> <p style="padding-left: 40px;">b.1 If the bidder is a CORPORATION - Template per FORM 1-B</p> <p style="padding-left: 40px;">b.2 If the bidder is an INCORPORATED JV - Template per FORM 1-C</p>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<p>In case there are more than one appointed/designated representatives, bidders must tick ONE of the checkboxes provided in the form to identify if acting ANY ONE OF THE SIGNATORIES, ALL OF THE SIGNATORIES, or ANY (NUMBER) OF THE SIGNATORIES.</p> <p><u>FAILURE TO TICK A CHECKBOX SHALL MEAN THAT ALL AUTHORIZED REPRESENTATIVES MUST SIGN THE BIDDING FORMS.</u></p>
TAB 3	<p>Valid and current Certificate of PhilGEPS Registration (Platinum Membership), in three (3) pages, including Annex "A" or the List of Class "A" Eligibility Documents required to be uploaded and maintained current and updated in PhilGEPS in accordance with section 8.5.2. of the IRR of RA 9184. <u>Including the valid/current PCAB License with Classification: "B - General Building", minimum License Category: "D", and Size Range: "Small B".</u></p> <p><u>Only the current/updated Certificate of PhilGEPS Registration (Platinum Membership) shall be accepted during the opening of bids. Expired Certificate or any of the Eligibility Documents listed in Annex "A" shall be a ground for failure of the bidder.</u></p> <p>Note: If the PCAB classification of "General Building" is not reflected/indicated in the Annex "A" of Certificate of PhilGEPS Registration (Platinum Membership), <u>bidders must submit a copy of their PCAB License to prove compliance to the required classification.</u></p>
<p><i>Following are the related provisions/requirements based on GPPB Resolution 15-2021 dated 14 October 2021 regarding submission of valid/current PhilGEPS Certificate of Registration (Platinum Membership):</i></p> <ul style="list-style-type: none"> - <i><u>LIFT the suspension on the implementation of mandatory submission of the PhilGEPS Certificate of Registration (Platinum Membership) in Competitive Bidding and Limited Source Bidding, thus, fully enforcing Sections 8.5.2 and 54.6 of the 2016 revised IRR of RA No. 9184 starting 01 January 2022;</u></i> - <i><u>AMEND Sections 23.1(a)(ii) and 24.1(a)(ii) of the 2016 revised IRR of RA No. 9184 to reflect that the submission of the recently expired Mayor's Permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184.</u></i> 	
TECHNICAL ELIGIBILITY DOCUMENTS	
TAB 4	<p>Statement by the bidder of ALL its <u>ongoing</u> government and/or private contracts (including those awarded but not yet started, if any), whether similar or not similar in nature and complexity to the contract to be bid (include all contracts with the DBP for the said period, if any (Template per FORM 2), duly signed by the bidder's authorized representative.</p> <p>Note: For bidders who have no ongoing government and/or private contracts, kindly indicate in their statement "NONE" to comply with the requirement. Bidders will be rated "failed" if no document is submitted or if the document submitted is incomplete or patently insufficient (<i>per GPPB NPM 094-2013 dtd. 2013-12-19</i>).</p> <p><i>Copies of the NOA, contract, NTP, or equivalent document for each ongoing contract listed in the statement shall be required to be submitted as part of post-qualification of the bidder declared as the Lowest or Single Calculated Bid.</i></p>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 5	<p>Statement of single completed contract <u>of similar nature (government or private contract)</u> within the last five (5) years equivalent to at least fifty percent (50%) of the ABC (Template per FORM 3), duly signed by the bidder's authorized representative.</p> <p>Note: Per Section 23.4.2.4 of the 2016 Revised IRR of RA 9184, bidders/contractors under Small B categories without similar experience on the contract may be allowed to bid if the cost of the contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by PCAB. <u>However, bidders with no single completed contract of similar nature must still submit FORM 3 and indicate "NONE" to comply with the requirement.</u></p> <p>Similar Contract shall mean "fit-out construction, grounds-up construction, renovation, rehabilitation, or repair of office spaces or buildings".</p> <p>The identified single largest completed contract must be supported by the following:</p> <ul style="list-style-type: none"> i. <u>Notice of Award (NOA)</u>, OR <u>Notice to Proceed (NTP)</u>, OR <u>Contract</u> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ii. Proof of satisfactory completion and acceptance for the Single Largest Completed Contract (should reflect full amount of total contract price of completed project) whichever is applicable: <ul style="list-style-type: none"> a. If the completed contract is a <u>government project</u>: Owner's Certificate of Final Acceptance issued by the project owner other than the contractor OR a final rating of <u>at least Satisfactory</u> in the Constructors Performance Evaluation System (CPES). b. If the completed contract is a <u>private project</u>: Owner's Certificate of Final Acceptance reflecting a qualitative description of <u>at least satisfactory</u>.
FINANCIAL ELIGIBILITY DOCUMENTS	
TAB 6	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC (Template per FORM 4), duly signed by the bidder's authorized representative.</p> <ul style="list-style-type: none"> 1) The values of the bidder's current assets and current liabilities shall be based on the AFS for CY 2024. 2) The value of the NFCC must at least be equal to the ABC of this project.
TECHNICAL COMPONENT	
TAB 7	<p>Original Bid Security issued in favor of the Development Bank of the Philippines (must be valid within 120 calendar days from the date of bid opening); <u>any one</u> of the following is acceptable:</p> <ul style="list-style-type: none"> a. Cashier's/manager's check issued by a Universal or Commercial Bank (<i>at least 2% of ABC</i>).

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)								
	<p>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank if issued by a foreign bank (<i>at least 2% of ABC</i>).</p> <p>c. Surety bond callable upon demand issued by a surety or insurance company (<i>at least 5% of ABC</i>) and <u>a copy of certificate issued by the Insurance Commission certifying that the surety or insurance company is authorized to issue a surety bond.</u></p> <p>d. Duly <u>notarized</u> Bid Securing Declaration (<i>Template per FORM 5</i>) duly signed by the bidder's authorized representative.</p> <table><tr><td>Approved Budget for the Contract (ABC)</td><td>Cashier's/ Manager's Check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)</td><td>Surety bond (5% of ABC)</td><td>Bid Securing Declaration</td></tr><tr><td>11,684,870.12</td><td>233,697.40</td><td>584,243.51</td><td>No required percentage</td></tr></table> <p>The Bid Securing Declaration mentioned above is an undertaking which states,</p> <p>i. Bidder shall enter into contract with the PE and furnish the required performance security within ten (10) calendar days, from receipt of the Notice of Award; and</p> <p>ii. Bidder accepts that:</p> <ol style="list-style-type: none">1. It shall be automatically disqualified from bidding for any procurement contract with any PE for a period of two (2) years upon receipt of the Blacklisting Order; and2. It will pay the applicable fine provided under the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the PE for the commission of acts resulting to the enforcement of the Bid Securing Declaration under the pertinent provisions of the IRR of RA No. 9184, and its associated issuances.	Approved Budget for the Contract (ABC)	Cashier's/ Manager's Check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)	Surety bond (5% of ABC)	Bid Securing Declaration	11,684,870.12	233,697.40	584,243.51	No required percentage
Approved Budget for the Contract (ABC)	Cashier's/ Manager's Check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)	Surety bond (5% of ABC)	Bid Securing Declaration						
11,684,870.12	233,697.40	584,243.51	No required percentage						
TAB 8	Accomplished Omnibus Sworn Statement (with ten [10] statements) (<i>Template per FORM 6</i>), duly signed by the bidder's authorized representative and notarized.								
TAB 9	Accomplished Data Privacy Consent Form <i>per FORM 7</i> , duly signed by the bidder's authorized representative.								
TAB 10	<p>Accomplished Certificate of Conformance to the Scope of Works and Specifications <i>per FORM 8</i>, duly signed by the bidder's authorized representative.</p> <p>The complete Scope of Works and specifications are also attached as <i>FORM 8-A</i> for reference.</p>								
TAB 11	Organizational chart for the contract to be bid, duly signed by the bidder's authorized representative.								

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 12	<p>List of contractor's personnel (Template per FORM 9) with the complete qualification and minimum experience data, and must include the following to be assigned to the project if awarded the contract, duly signed by the bidder's authorized representative:</p> <ol style="list-style-type: none"> 1. Project Coordinator – <u>minimum of one (1) year relevant experience</u> 2. Safety Officer (SO2)/ Site Safety Officer – <u>minimum of one (1) year relevant experience and training certification</u>; 3. Quality Assurance/Quality Control (QA/QC) Officer – <u>minimum of one (1) year relevant experience</u>
TAB 13	<p>List of contractor's major equipment units (Template per FORM 10), pledged for the contract to be bid which are owned, leased, and/or under purchase agreements which must include, but not limited to, the following, duly signed by the bidder's authorized representative:</p> <ul style="list-style-type: none"> • Power tools • Dump truck / closed van for hauling • Welding machine • Demolition hammer <p><u>The above-mentioned equipment must be supported by any of the following documents:</u></p> <ol style="list-style-type: none"> 1. Proof of ownership (O.R and C.R/Deed of absolute sale); 2. Certificate of availability of lease equipment; and/or 3. Lease contract agreement as well as proof of ownership of the lessor

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	<p>Duly accomplished Financial Proposal Form (Template per FORM 11), duly signed by the bidder's authorized representative.</p> <p>Note: Total bid shall not exceed the ABC of PhP 11,684,870.12</p>
TAB 2	<p>Detailed Financial Bid/Bill of Quantities per FORM 12, duly signed by the bidder's authorized representative.</p> <p>The Bill of Quantities must have the same total per TAB 1 (financial bid) which shall not exceed the ABC of PhP 11,684,870.12</p> <p>➤ <u>For Manual Submission of Bids:</u></p> <p>The bidder must submit the Detailed Financial Bid/Bill of Quantities in physical copy (hard copy) which must be signed in each page by the bidder's authorized representative.</p> <p>➤ <u>For Online/Electronic Submission of Bids:</u></p>

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
	<p>The bidder must submit the Detailed Financial Bid/Bill of Quantities in scanned copy (in PDF format) which must be signed in each page by the bidder's authorized representative.</p> <p>Additional Notes:</p> <p>a. <i>The soft copy (in Microsoft Excel format) of the Bill of Quantities <u>shall only be submitted during the Post-Qualification stage</u> by the bidder who will be declared as the Lowest/Single Calculated Bid.</i></p> <p>b. <i>The editable Microsoft Excel file of the Bill of Quantities shall be provided to the bidders upon payment of the Bidding Documents fee.</i></p> <p><i>The contract shall be for the whole Works, as described in ITB Clause 1, based on the priced Bill of Quantities submitted by the Bidder.</i></p> <p><i>All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.</i></p>
TAB 3	<p>Duly accomplished Cash Flow by Quarter (Template per FORM 13), duly signed by the bidder's authorized representative.</p> <p>The cash flow must be sufficient to fund the whole project until its completion.</p>

IMPORTANT REMINDERS

- A) Pursuant to Section 19.4 of the Instruction to Bidders, each and every page of the Bid Forms, under Section VI: Bidding Forms hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Each bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.

Bidders shall submit their bids through their duly authorized representative enclosed in sealed envelopes:

- a) The first sealed envelope “**ENVELOPE (1)**” shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
 - ORIGINAL – Eligibility Requirements and Technical Component
 - COPY 1 – Eligibility Requirements and Technical Component
 - COPY 2 – Eligibility Requirements
- b) The next sealed envelope “**ENVELOPE (2)**” shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
 - ORIGINAL – Financial Component
 - COPY 1 – Financial Component
 - COPY 2 – Financial Component
- c) “ENVELOPE (1)” and “ENVELOPE (2)” shall then be enclosed in a single mother envelope/package/box “**ENVELOPE (3)**”, which must be duly labeled, signed, and sealed.
- d) All envelopes “ENVELOPE (1)”, “ENVELOPE (2)”, and “ENVELOPE (3)” shall indicate the following as its **outer label**:
 - **addressed to the Procuring Entity’s BAC**
 - **name and address of the Bidder in capital letters**
 - **name of the contract/project to be bid in capital letters**
 - **bear the specific identification/reference code of this bidding process**
 - **bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids**
- E) Bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.

A. How to create and encrypt a password in an archived file

1. Launch the WinRAR application in your windows by clicking the windows button and type WinRAR at the search button. (Fig. 1.1) If you don't have a WinRAR, download and install the program at www.win-rar.com (Fig. 1.2). For steps on how to download and install the WinRAR program, please refer to this link: <https://www.wikihow.com/Use-WinRAR>

Avoid using the "Get WinRAR FREE with TrialPay" option. This will attempt to install adware on your computer.

Fig. 1.1

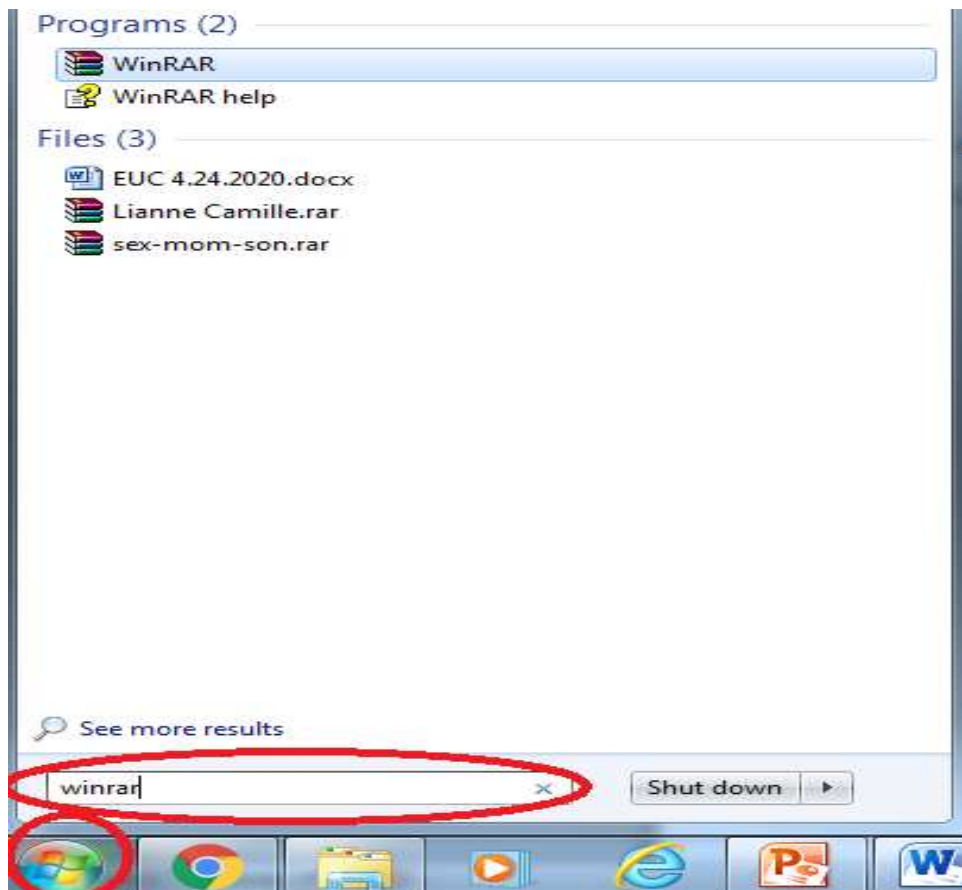


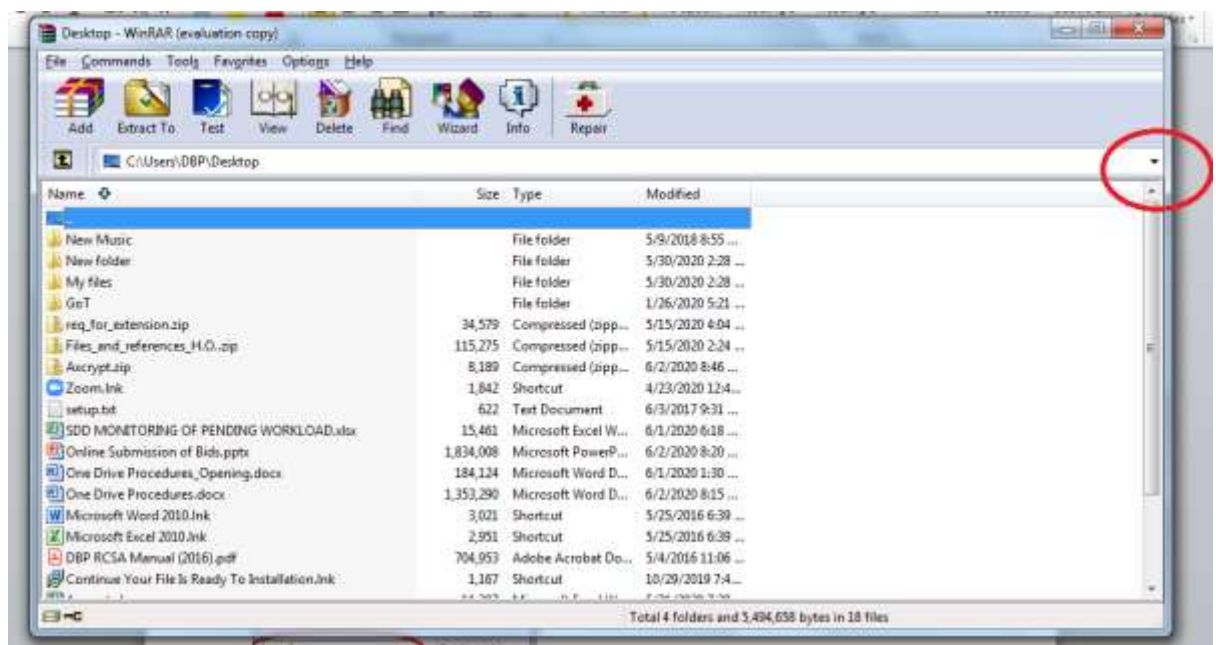
Fig. 1.2





2. Locate the file you want to zip by clicking the drop-down menu. (Fig. 1.3)

Fig. 1.3



3. Select all of the files you want to archive in Windows by holding down the "Ctrl" key and left-click each file that you want to add to the archive. Add your files to a new RAR archive. There are a couple of different ways that you can do this:
 - 3.1 Open the WinRAR window and then browse for the files you want to add. Select all the files and then click the "Add" button; (Fig. 1.4) OR
 - 3.2 Select all of the files you want to archive in Windows. Right-click on your selection and choose "Add to archive..." (Fig. 1.5)

Fig. 1.4

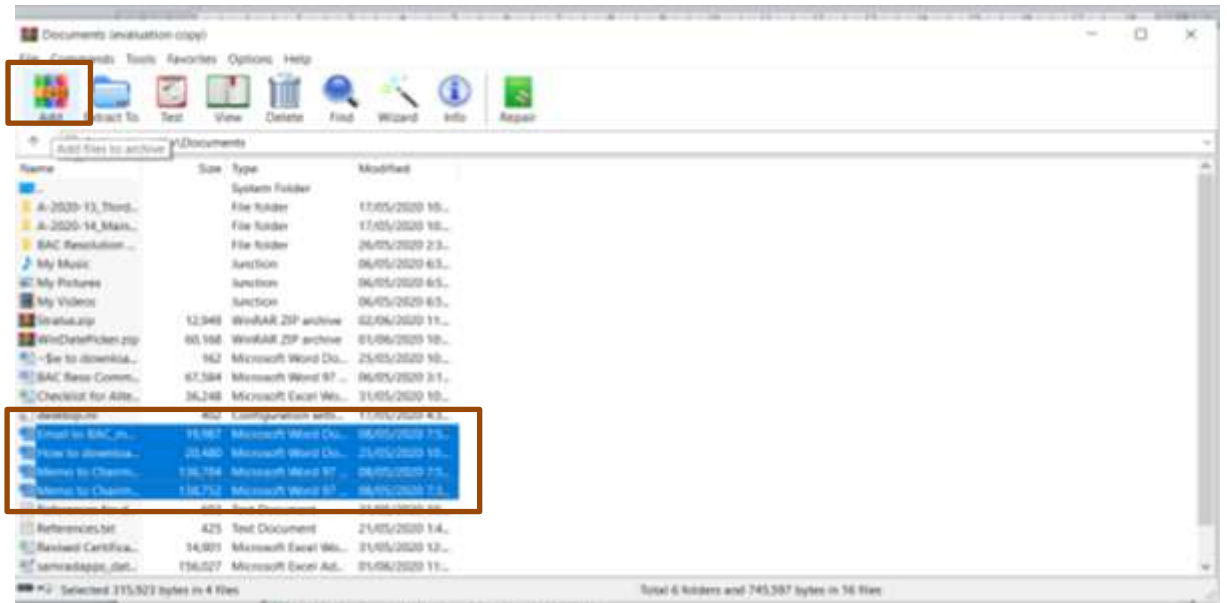
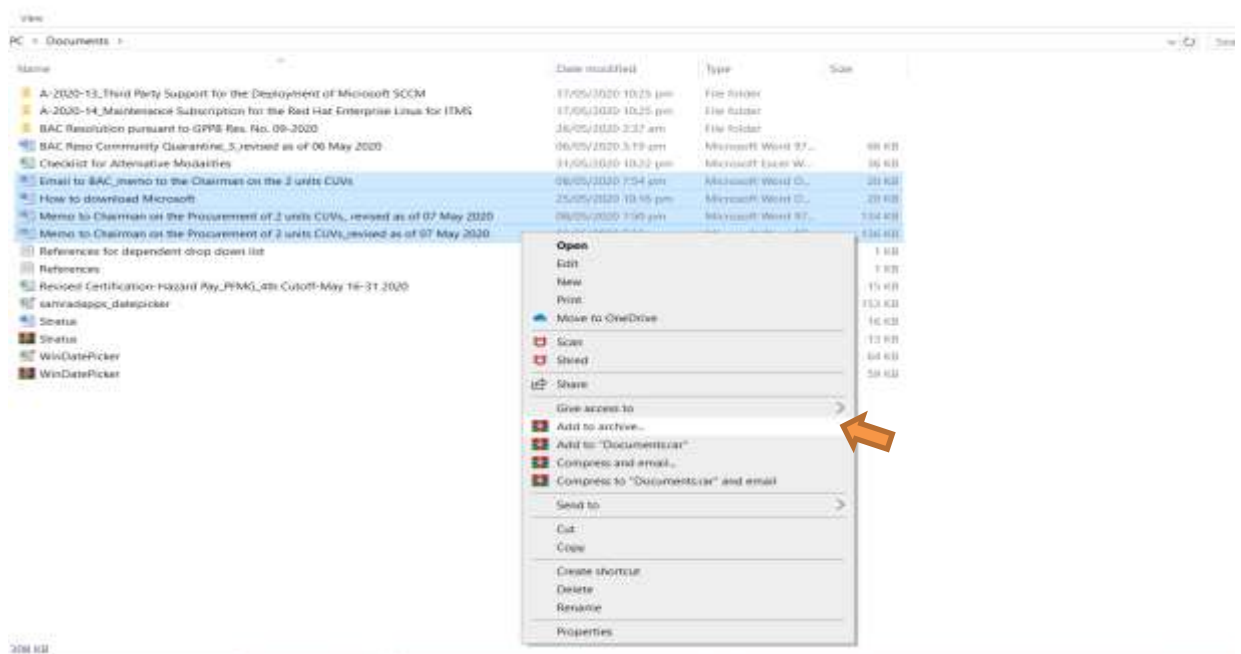
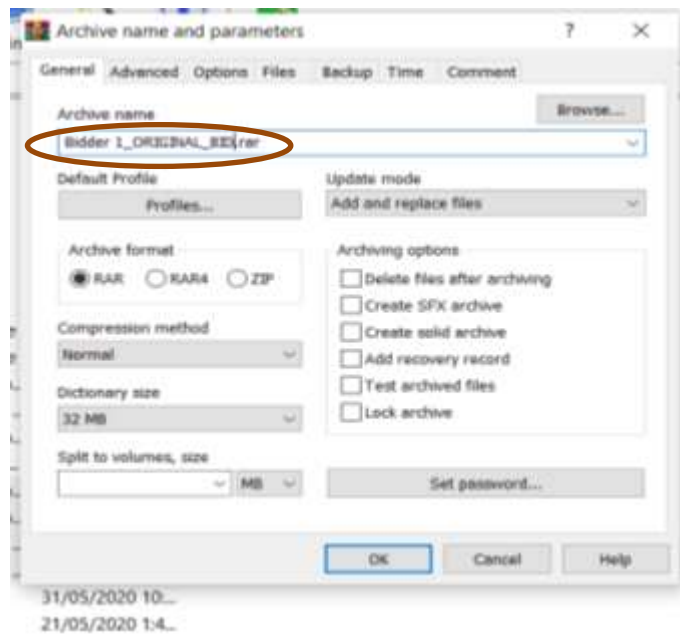


Fig. 1.5



4. Indicate your Archive name (e.g. Bidder 1_ORIGINAL_BID, Bidder 1_COPY NO. 1_BID, Bidder 1_COPY NO. 2_BID) (Fig. 1.6). By default, it will be named after the folder the files were originally in.

Fig. 1.6




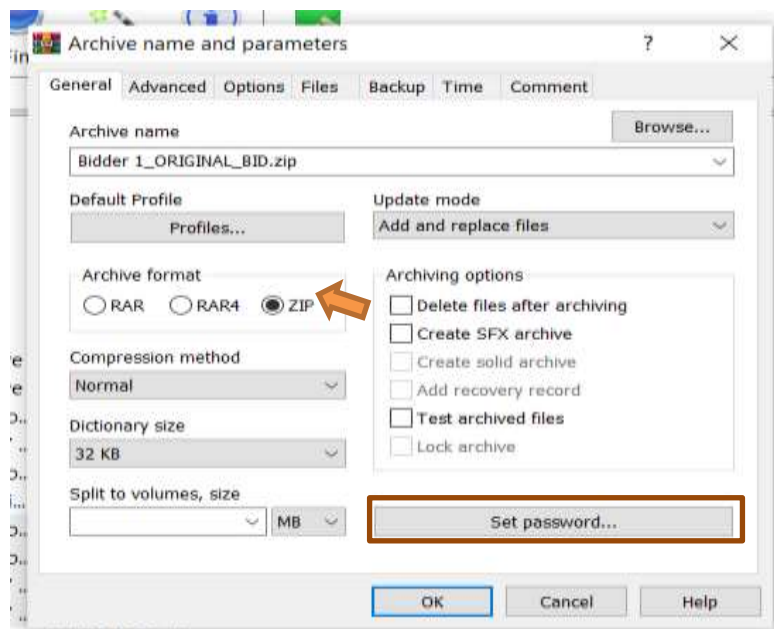
5. Select the ☒ ZIP file button in the Archive format and then click the  button. This is in the General tab of the "Archive name and parameters" window that appears when creating a new archive. (Fig. 1.7)

Fig. 1.7



6. Type/Key in your password. (Fig. 1.8 and 1.9)

Fig. 1.8

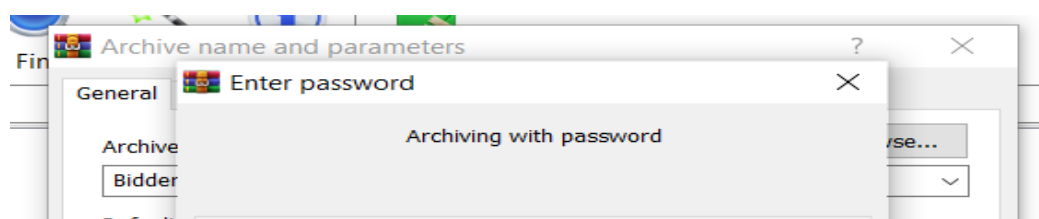
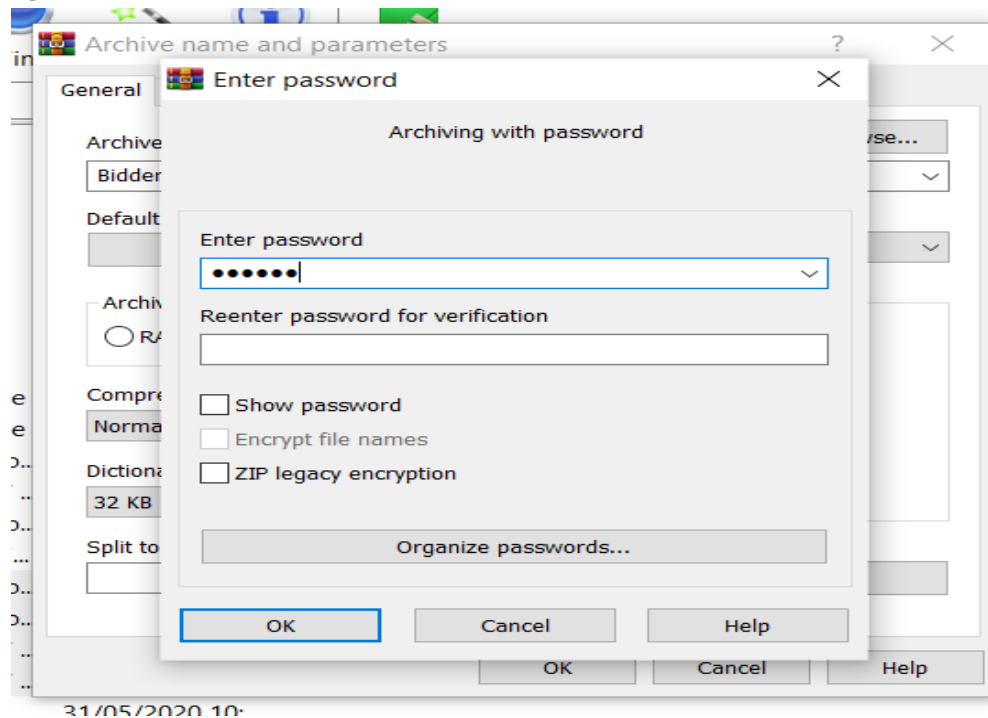


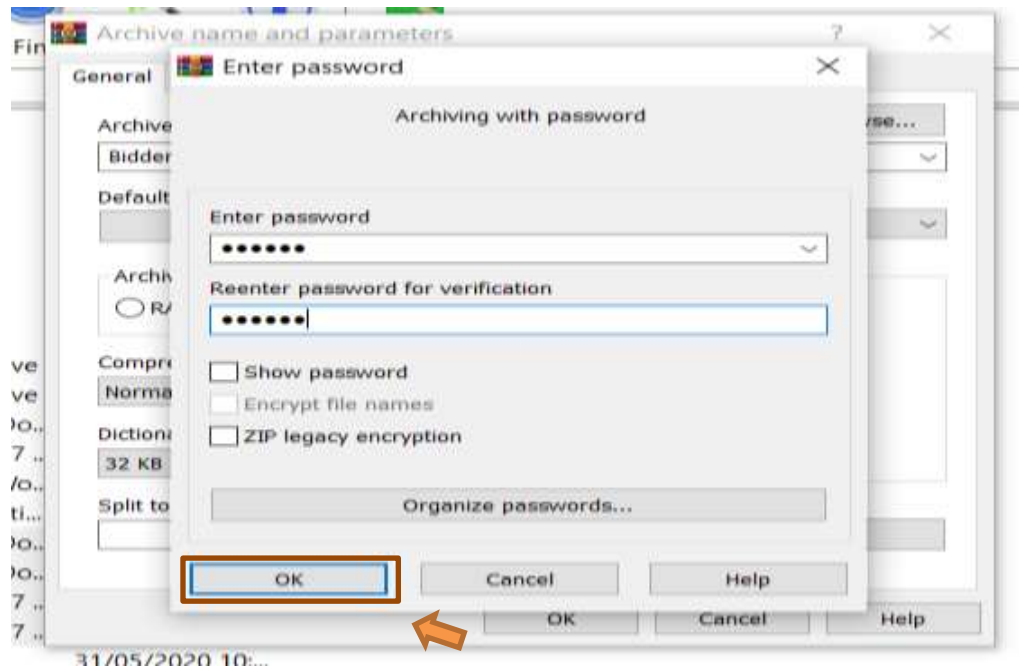
Fig. 1.9



7. Enter it a second time to confirm it. You can check the "Show password" box to see the characters as you type them (Fig. 1.10). After re-entering your password, click

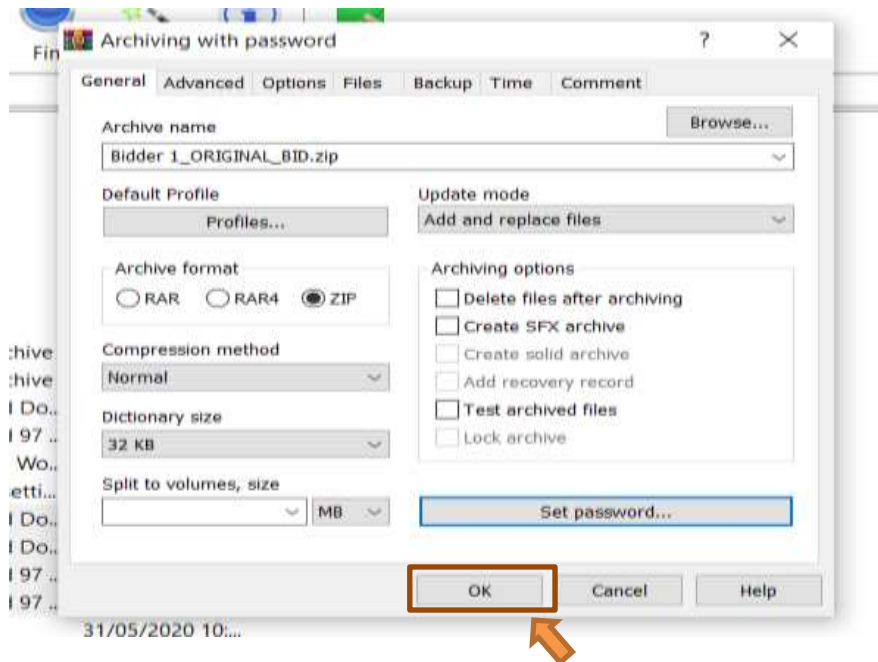
OK

Fig. 1.10



8. After clicking OK in the "Enter password" tab, click **OK** in the "Archiving with password" window to create your new .ZIP file. (Fig. 1.11)

Fig. 1.11



9. The program will show that the files you have already selected are already compressed. (Fig. 1.12)

Fig. 1.12





10. Test it out. After the .ZIP file is created, you can double-click it to test it out. When you try to extract it, you will be prompted for the password you created.

B. Procedures/steps for Online or Electronic Bid Submission:

- I. All bidders who choose to submit their bids via our online bid submission facility shall properly notify the BAC Secretariat. The BAC Secretariat shall likewise provide assistance to the bidders on the procedures of online bid submission. Bidders shall be given the link as access to the online bid submission facility being used by the BAC.
 1. The bidder shall send an email to the BAC Secretariat signifying its intent to submit their bids via DBP-BAC Online Bid Submission Facility. The bidder shall likewise request for the link of the Shared OneDrive Folder **(Microsoft Office 365 OneDrive)**.

2. The BAC Secretariat shall send the link of the Shared OneDrive Folder to the registered email being used by the bidder.

Note: The email address being used by the bidder must be consistent or the same email address to be used by the BAC Secretariat in sending links of the Shared OneDrive Folder except for justifiable reasons (e.g., bidder is encountering technical issues or cannot access the link of the shared folder, etc.).

3. Once the bidder received the link of the Shared OneDrive Folder, he/she must notify the BAC Secretariat via email confirming receipt of the same link of the shared folder.
4. Upon gaining access or upon opening the Shared One Drive Folder, the bidder shall upload their bids, via proper labelling which is as follows:

- a. **(Name of Company/Office/Bidder)_FOLDER 1_ELIGIBILITY REQUIREMENTS AND TECHNICAL COMPONENT_BID**

- b. **(Name of Company/Office/Bidder)_FOLDER 2_FINANCIAL COMPONENT_BID**

- 4.1 The bidder shall submit their bids **on or before the date and time of the Deadline for the Submission and Receipt of Bids as indicated in the Invitation to Bid (IB) par. 8.**

- 4.2 The bidders are advised to take note of the schedule for the said activity at all times as indicated in the IB and the Bidding Documents and must check any Supplemental Bid Bulletins that will be issued/posted by the BAC from time to time which they can access and download for free in the PhilGEPS website and the DBP's website: <https://www.dbp.ph/invitations-to-bid/>

- 4.3. **Any revisions on the schedule of Deadline of the Submission and Receipt of Bids and the Opening of Bids shall be issued by the BAC and posted by the BAC Secretariat via a Supplemental Bid Bulletin and shall be used by the bidders as reference in submitting their bids.**

5. Once the bidders have uploaded their bids, they shall properly notify the BAC Secretariat via email that their bids were successfully uploaded in the Shared OneDrive Folder.
6. The BAC Secretariat shall immediately notify the bidder or confirm via email that their bids were deemed uploaded and received by the BAC Secretariat and must indicate the exact date and time when the bids are received. The date and time of the receipt of the bid proposals shall be used by the BAC Secretariat during the Opening of Bids.
7. If the bidder desires to modify its bid, it shall likewise notify the BAC Secretariat of its intent to modify their bids.
 - 7.1 A bidder may modify its bid, **provided: that this is done before the deadline for the submission and receipt of bids.**
 - 7.2 If the bidder modifies its bid, it shall not be allowed to retrieve or delete its original electronically submitted bids but, shall only be allowed to send another bid equally

labelled, properly identified, linked to its original electronically submitted bid and marked as a “modification”.

7.3 The BAC Secretariat shall equally notify the bidder on the date and time when the bid modifications were received via email.

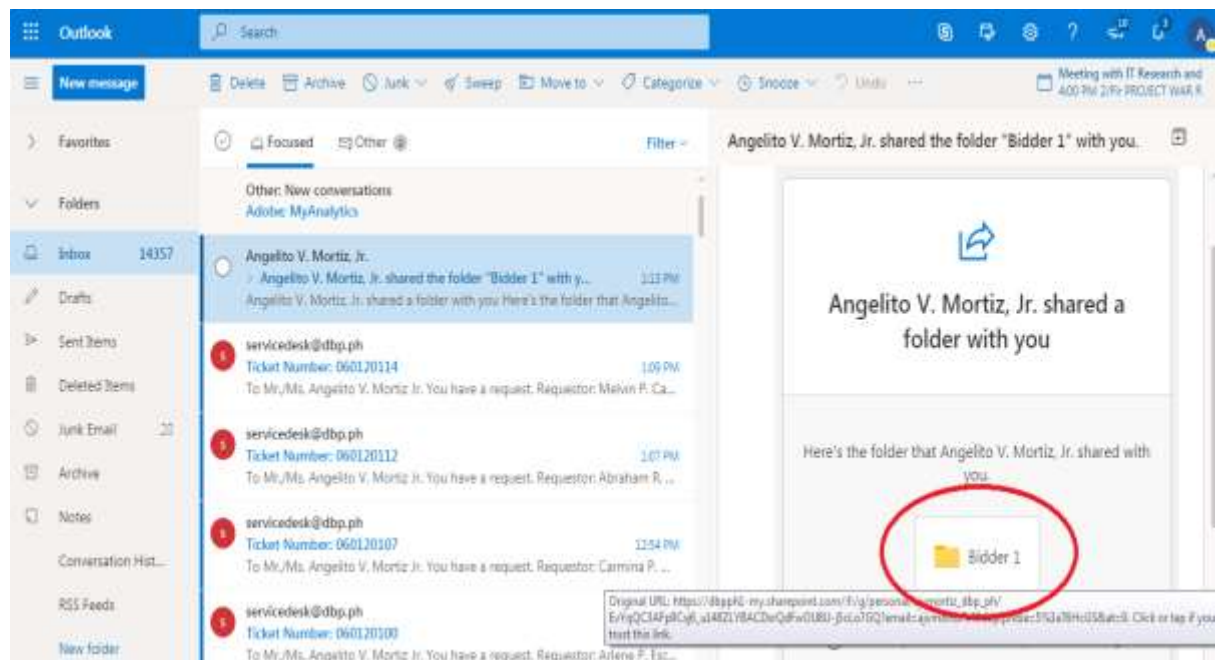
7.4. Bid modifications received after the applicable deadline shall not be considered or rejected and shall not be opened during the Opening of Bids.

8. All bids received beyond the Deadline for the Submission and Receipt of Bids shall be automatically rejected.

C. How to Open the Link and Upload the Bid Proposals to the Shared OneDrive Folder

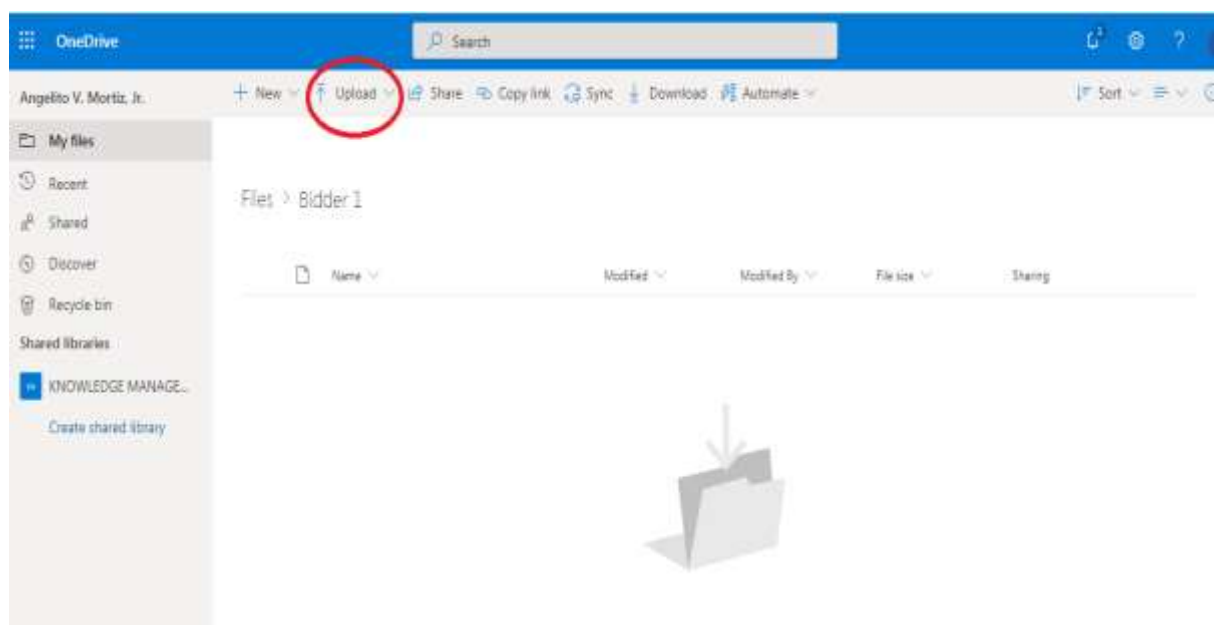
1. Open your email application and look for the email sending you the link for one drive and click the folder.

Fig. 1.1



2. Upon clicking the link, you will be directed to the One Drive folder. You may now upload the documents you wanted to share by clicking the upload button.

Fig. 2.1



Section X: Bidding Forms

Bidding Forms

1st ENVELOPE

<u>Form No.</u>	<u>Particulars</u>	<u>Page No.</u>
	Eligibility Documents	
FORM 1-A	Special Power of Attorney	57-58
FORM 1-B	Secretary's Certificate for Corporations, Partnerships and Cooperatives	59-61
FORM 1-C	Secretary's Certificate for INCORPORATED JVs	62-64
FORM 2	Statement of All Ongoing Contracts	65
FORM 3	Statement of Single Largest Completed Contract (SLCC) of Similar Nature	66
FORM 4	Certificate of Net Financial Contracting Capacity (NFCC)	67
	Technical Documents	
FORM 5	Bid Securing Declaration	68-69
FORM 6	Omnibus Sworn Statement	70-72
FORM 7	Data Privacy Consent Form	73
FORM 8	Certificate of Conformance to the Scope of Works and Specifications	74
FORM 8-A	DBP Scope of Works and Specifications	75-98
FORM 9	List of contractor's personnel to be assigned to the project if awarded the contract	99
FORM 10	List of contractor's major equipment to be assigned to the project if awarded the contract	100

2ND ENVELOPE

	Financial Bid Form	
FORM 11	Financial Bid Form	101-102
FORM 12	Bill of Quantities <i>(the editable Microsoft Excel file shall be provided to the bidders upon payment of the Bidding Documents fee)</i>	103-113
FORM 13	Cash Flow by Quarter and Payment Schedule	114

FORM 1-A (page 1 of 2)

(For Sole Proprietorships)

(use Bidder's Official Letterhead)

SPECIAL POWER OF ATTORNEY

I, _____, Filipino, of legal age, doing business under the trade name and style of "_____", duly organized and existing under Philippine laws, with principal office address at _____ hereby name, constitute, and appoint _____ (Name of Attorney-in-Fact) as my authorized representative and attorney-in-fact to do, execute, and perform any and all acts necessary to participate, submit bids, sign and execute documents and instruments, including the Bid Securing Declaration and/or to represent me in any and all bidding proceedings conducted by the Development Bank of the Philippines for the Bid Project _____ (Indicate Bid Project Title and No.):

I hereby grant, unto my said attorney-in-fact, full power and authority, to do, execute and perform all acts necessary or proper to render effective the power above-stated, as fully and effectively as I might or could lawfully do if personally present, and hereby ratifying and confirming all that my said attorney-in-fact shall do with full power of substitution and hereby further confirms all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this ____ day of _____, 20__ at _____.

Affiant/Principal

Attorney-in-Fact

Signed in the Presence of:

Witness

Witness

FORM 1-A (page 2 of 2)

(NOTE: PLS. USE THIS FORM **ONLY** IF THE REGISTERED PROPRIETOR OPTS TO AUTHORIZE ANOTHER PERSON TO REPRESENT HER/HIM TO DO, EXECUTE, AND PERFORM ANY AND ALL ACTS NECESSARY IN ORDER TO PARTICIPATE, SUBMIT BIDS, SIGN AND EXECUTE DOCUMENTS PERTAINING TO THE BID PROJECT.)

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
) SS.

BEFORE ME, a Notary Public for and in the (Province/City/Municipality) of _____, personally appeared _____ with Identification No. _____ issued on _____ at _____, known to me and to me known to be the same person who executed the foregoing instrument which he/she acknowledged to me to be his/her free and voluntary act and deed, consisting of only _____ (____) page/s, including this page in which this Acknowledgement is written, duly signed by him/her and his/her instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this _____ at _____, Philippines.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

FORM 1-B (page 1 of 3)

(For Corporations, Partnerships, or Cooperatives)

(use Bidder's Official Letterhead)

REPUBLIC OF THE PHILIPPINES)
) S.S.

SECRETARY'S CERTIFICATE

I, _____ (Name of the Corporate Secretary), the Corporate Secretary of the _____ (Name of the Corporation), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at _____ (Address of the Corporation) (the "Corporation"), after having been duly sworn according to law, does hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on _____ (Date of the meeting) at _____ (Place of the meeting) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through Board Resolution No. ____ (Indicate Board Resolution No.), Series of 20__:

"RESOLVED, that the Corporation is hereby authorized to participate in the bidding of _____ (Name of the Project and Project ID No.) of the Development Bank of the Philippines ("DBP" or the "Procuring Entity") and if awarded the project shall enter into contract with DBP;

RESOLVED, that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the **Corporation**, granted with full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Corporation** to participate in the bidding of the above-mentioned project which includes **to sign for and in behalf of the Corporation all bid documents, submit the bid,** and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding **including the ensuing contract with DBP** and all other documents, as may be required:

Name	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORM 1-B (page 2 of 3)

acting in this manner¹:

1. ☐ Any one (1) of the above signatories
2. ☐ All of the above signatories
3. ☐ Any (state the number) of the above signatories (in case the Board opts to have joint signing from designated representatives, i.e. any 2 jointly signing out of 4)

RESOLVED **FURTHER** **THAT,** the
_____ (Name of the Corporation):

- (1) Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and
- (2) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the DBP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of the award of a contract to a successful bidder, and the carrying out of the awarded contract.

RESOLVED FINALLY, that the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by DBP, revoking, amending, or otherwise modifying the same.”

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this ____ day of _____, 20 ____ at _____.

Corporate Secretary

¹ Failure to indicate the manner of authority or to indicate the number in the third option shall mean that **ALL** authorized signatories **must sign** the bid documents.

FORM 1-B (page 3 of 3)

SUBSCRIBED AND SWORN to before me, this ____ day of _____, 20__ at _____, affiant exhibiting to me his/her Competent Evidence of Identity _____ issued on _____ at _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

FORM 1-C (page 1 of 3)

(For FORMED Joint Venture - Incorporated)

(use Bidder's Official Letterhead)

REPUBLIC OF THE PHILIPPINES)
) S.S.

SECRETARY'S CERTIFICATE

I, _____ (Name of the Corporate Secretary), the Corporate Secretary of the _____ (Name of the Corporation), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at _____ (Address of the Corporation) (the "Corporation"), after having been duly sworn according to law, does hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on _____ (Date of the meeting) at _____ (Place of the meeting) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through **Board Resolution No. ____** (Indicate Board Resolution No.), **Series of 20__**:

"RESOLVED, that _____ (Name of the Joint Venture) *is authorized* to participate in the bidding of _____ (Project ID-No.) _____ of the Development Bank of the Philippines ("DBP" or the "Procuring Entity"); and that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the **JV**, granted with full power and authority to do, execute and perform any and all acts necessary and/or **to represent the JV to participate in the bidding of the above-mentioned project which includes to sign for and in behalf of the JV all bid documents**, submit the bid, and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding **including the ensuing contract with DBP and all other documents**, as may be required:

Name	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORM 1-C (page 2 of 3)

acting in this manner²:

1. ☐ Any one (1) of the above signatories
2. ☐ All of the above signatories
3. ☐ Any (state the number) of the above signatories (in case the Board opts to have joint signing from designated representatives, i.e. any 2 jointly signing out of 4)

RESOLVED FURTHER, that the _____
(Name of the JV):

- (1) Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and
- (2) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the DBP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of the award of a contract to a successful bidder, and the carrying out of the awarded contract.

RESOLVED FINALLY, that the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by DBP, revoking, amending, or otherwise modifying the same."

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this ____ day of _____, 20__ at _____.

Corporate Secretary

² Failure to indicate the manner of authority or to indicate the number in the third option shall mean that **ALL** authorized signatories **must sign** the bid documents.

FORM 1-C (page 3 of 3)

SUBSCRIBED AND SWORN to before me, a Notary Public for and in _____, personally appeared (name of corporate secretary), who has satisfactorily proven to me his/her identity through his/her I.D. No. (ID Name and number) valid until (expiry date) that he/she is the same person who executed and voluntarily signed the foregoing Secretary's Certificate which he/she acknowledged before me as his/her free and voluntary act and deed this _____ day of _____, 20__ at _____.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

FORM 2

(use Bidder's Official Letterhead)

**FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05**

**STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE
CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET
STARTED (if any) (whether similar or not similar in nature)**

Business Name : _____

Business Address : _____

Name of Contract/ Project Cost	a) Client's Name b) Address c) Contact Person d) Contact Details (Contact No. and Email Address)	Nature of Work	Bidder's Role		a) Date Awarded b) Date Started c) Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government Contracts								
1)								
2)								
3)								
4)								
5)								
Private Contracts								
1)								
2)								
3)								
4)								
5)								

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

FORM 3

(use Bidder's Official Letterhead)

FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT OF SIMILAR NATURE (GOVERNMENT OR PRIVATE CONTRACT) WITHIN THE LAST FIVE (5) YEARS EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT (ABC):

Business Name : _____
Business Address : _____

Name of Contract	a) Client's name b) Address c) Contact Person d) Contact Details (Contact No. and Email Address)	Nature of Work	Bidder's Role		a) Amount at Award b) Amount at Completion c) Duration	a) Date Awarded b) Contract Effectivity c) Date Completed
			Description	%		

IMPORTANT: Please attach the following supporting documents related to the identified single largest completed similar contract:

- i. Notice of Award (NOA), OR Notice to Proceed (NTP), OR Contract; **AND**
- ii. Proof of satisfactory completion and acceptance for the Single Largest Completed Contract (should reflect full amount of total contract price of completed project) **whichever is applicable:**
 - a. If the completed contract is a government project: Owner's Certificate of Final Acceptance issued by the project owner other than the contractor OR a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES)
 - b. If the completed contract is a private project: equivalent document to Owner's Certificate of Final Acceptance or Constructors Performance Evaluation System (CPES)

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

Similar contract shall mean "fit-out construction, grounds-up construction, renovation, rehabilitation, or repair of office spaces or buildings".

(use Bidder's Official Letterhead)

**FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05**

CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY

The bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC of the project to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) **(15)**] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

The value of the bidder's current assets and current liabilities shall be based on the Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

Current Assets (Year 20__)	
Minus: Current Liabilities (Year 20__)	
<i>Sub-Total</i>	
Multiplied by 15	
<i>Sub-Total</i>	
Minus: Value of Outstanding Contracts (per FORM 3)	
TOTAL	

Submitted by:

Name of Contractor/Bidder:

Name of Bidder's Authorized Representative:

Date:

Note: In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the latest EFPS Filed Audited Financial Statements

FORM 5 (page 1 of 2)

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

(use Bidder's Official Letterhead)

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

FORM 5 (page 2 of 2)

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____, *[date issued]*, *[place issued]*

IBP No. _____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

FORM 6 (page 1 of 3)

(use Bidder's Official Letterhead)

**FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05**

OMNIBUS SWORN STATEMENT

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

FORM 6 (page 2 of 3)

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

FORM 6 (page 3 of 3)

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____, *[date issued]*, *[place issued]*

IBP No. _____, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

FORM 7 (page 1 of 2)

FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE DEVELOPMENT BANK OF THE PHILIPPINES Bid Reference No. I-2025-05



DEVELOPMENT BANK OF THE PHILIPPINES

PRIVACY CONSENT FORM
Bids/Procurement

Name of Project	
------------------------	--

I, _____ (Address) _____
(Contact Number) _____, (Email Address) _____ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the Development Bank of the Philippines (DBP) and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for processing¹ and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the processing of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the processing of my personal and other related business information as described.

Signature over Printed Name

Date Signed

ADDITIONAL INFORMATION

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the DBP Data Protection Officer or the DBP Customer Experience Management Department, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9511 to 20, email: info@dbp.ph.

¹PROCESSING - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

(use Bidder's Official Letterhead)

**FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05**

**CERTIFICATE OF CONFORMANCE TO THE
SCOPE OF WORKS AND SPECIFICATIONS**

I/we, _____ the authorized representative/s of
_____, *(name of company)*, hereby certify the following:

- That we have thoroughly read and understood the complete set of the bidding documents for the project, particularly the Scope of Works/Terms of Reference, its specifications and requirements, Drawings, including all revisions, amendments, and supplemental bulletins.
- That should we be awarded the contract, we shall conform and comply to all specifications and requirements as specified in the project's bidding documents and its Terms and Reference.

Name and Signature of Representative

Name of Company (Bidder)

Position

Address

Contact Numbers

Date Signed



Development Bank of the Philippines

PROJECT : FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
LOCATION : MOTOOMULL STREET, GINGOOG CITY
SUBJECT : SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS

The project shall cover the complete fit-out and construction of DBP Gingoog Branch, including installation of equipment, furniture, and fixtures.

MODE OF PROCUREMENT: PUBLIC BIDDING (INFRASTRUCTURE)

I. APPROVED BUDGET FOR THE CONTRACT (ABC): PESOS ELEVEN MILLION SIX HUNDRED EIGHTY-FOUR THOUSAND EIGHT HUNDRED SEVENTY AND 12/100 (P11,684,870.12) 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. Construction Health and Safety Program
- 1.2. Clearance/Permit Requirements (Including the Signing and Sealing of Plans)
 - 1.2.1. Reproduction of plans for permit application 11 sets of blueprints)
- 1.3. Temporary Facilities and Controls
 - 1.3.1. Temporary utilities
 - 1.3.2. Temporary scaffolding and platforms
 - 1.3.3. Temporary barriers and enclosures
 - 1.3.4. Temporary project signage
- 1.4. Mobilization / Demobilization (inclusive of freight cost)
- 1.5. Provision for Material Laboratory Testing (Provide test result)
- 1.6. As-built plans
 - Reproduction of blueprints – five (5) sets all signed and sealed
 - Provision and submission of CAD file via email (cfmd@dbp.ph) or data storage device

2. SITE WORKS

- 2.1. Chipping, Dismantling and Demolition Works
 - 2.1.1. Chipping of concrete slab and walls for the water, waste water and soil lines
 - 2.1.2. Chipping of concrete slab for the recessed floor mat
 - 2.1.3. Aligning of sprinkler heads to finish ceiling level
- 2.2. General Cleaning and Hauling of Debris

FORM 8-A (page 2 of 24)

3. CONCRETING WORKS

- 3.1. Formworks
- 3.2. Reinforcing bars
 - 3.2.1. Cash Vault
 - a. RC Walls
 - b. Columns
 - c. Beams
 - Top Beam
 - Floor Beam
 - d. Slab
 - 100mm thk. lightweight concrete
 - 3.2.2. RC counters
 - a. Kitchen sink
 - b. Lavatory
 - 3.2.3. RC Teller's platform
 - 3.2.4. Upstand beams
 - 3.2.5. Zocalo wall
 - 3.2.6. Bond beams
 - 3.2.7. Lintel beams
 - 3.2.8. Stiffener columns
 - 3.2.9. Genset concrete pad including grease trap
 - 3.2.10. Genset bundwall
 - 3.2.11. Tie Wires
- 3.3. Concrete
 - 3.3.1. Cash Vault
 - a. RC Walls
 - b. Columns
 - c. Beams
 - Top Beam
 - Floor Beam
 - d. Slab
 - 100mm thk. lightweight concrete
 - 3.3.2. RC counters
 - a. Kitchen sink
 - b. Lavatory
 - 3.3.3. RC Teller's platform
 - 3.3.4. Upstand beams
 - 3.3.5. Zocalo wall
 - 3.3.6. Bond beams
 - 3.3.7. Lintel beams
 - 3.3.8. Stiffener columns
 - 3.3.9. Genset concrete pad including grease trap
 - 3.3.10. Genset bundwall

4. MASONRY WORKS

- 4.1. Concrete Hollow Blocks - Minimum 750 psi (including mortar filling and reinforcing bars)
 - 4.1.1. 100 mm. thk.
 - a. Office Partitions
 - b. Top of cash vault
 - 4.1.2. 150 mm. thk.
 - a. Perimeter Wall
- 4.2. 25mm Plastering - For new/existing all 100mm and 150mm CHB walls both sides

FORM 8-A (page 3 of 24)

- 4.2.1. 100 mm. thk.
 - a. Office Partitions
 - b. Top of cash vault
- 4.2.2. 150 mm. thk.
 - a. Perimeter Wall

5. METAL WORKS

- 5.1. Grillework / Miscellaneous Steel Works
 - 5.1.1. Grille door
 - a. MGD-1 swing
Location: Emergency exit door
 - b. MDG-1a sliding
Location: Cash vault room
 - 5.1.2. Vault Metal Plate
 - 6mm thk. metal plate on underside of slab
 - 10mm thk. metal plate on concrete floor
 - Location: Cash vault room
 - 5.1.3. Security Grille
 - a. Vault grille panel
Location: Cash vault room
 - b. Fixed grille
Location: Branch façade and Right side of branch
 - 5.1.4. Air-conditioning unit platform
 - a. Indoor units
 - b. Outdoor units
 - 5.1.5. Data Server Tray
Dimension: 722mm x 580mm
- 5.2. Genset housing – All-in
 - 1.5mm thk. 50mm x 50mm tubular frame
 - 1.2mm thk. 50mm x 50mm tubular frame door frame
 - GA. 22 GI louver door with barrel bolt and foot bolt
 - GA 24 Rib-type pre-painted sheet roofing on angular frame
 - Grease trap and piping

6. WOOD AND PLASTIC

- 6.1. Partitions
 - 6.1.1. 12.5 mm thk. gypsum board partition on metal studs
 - a. Single wall
 - b. Double wall
 - Floor to ceiling partition
- 6.2. Architectural Woodworks
 - 6.2.1. Fabrication of pantry counter using 20 mm thk. marine plywood with white color laminate counter top, laminated splash guard and support
 - 6.2.2. Fabrication of overhead cabinets using 20 mm thk. marine plywood
 - a. Vault
 - b. Pantry
 - c. Back office
- 6.3. Fabricated Modules
 - 6.3.1. Tellers counter – high counter inclusive of rubber mat, all acrylic modules forms, picos tray, keyboard tray, & grommets
 - Supply of prefabricated modules using 20mm thk. plywood carcass/framing, synthetic granite finish and stainless steel panels
 - 6.3.2. NAC low counter – inclusive of furnishings, CPU holder, keyboard tray & grommets

FORM 8-A (page 4 of 24)

- 6.3.3. Admin assistant counter - low counter inclusive of furnishings, CPU holder, keyboard tray & grommets
- 6.3.4. Guards Podium
- 6.3.5. Sand box
- 6.3.6. Forms counter
- 6.3.7. Server counter
- 6.3.8. Back cabinet at Branch Head Office
- 6.3.9. Typing table
- 6.3.10. Money counter module
- 6.3.11. Poster module inclusive of acrylic

7. THERMAL & MOISTURE PROTECTION

- 7.1. Waterproofing Works
 - 7.1.1. Cementitious waterproofing
Location: Restrooms

8. DOORS AND WINDOWS

- 8.1. Wooden Doors
 - 8.1.1. WD-1a: 600mm width
Installation of 44.5mm thk. flush hollow core (FHC) wood doors with using 6mm thk. marine plywood skin with bottom wood louver panel on KD tangile framing on solid KD tangile jamb.
Location: Common comfort room
 - 8.1.2. WD-1b: 700mm width
Installation of 44.5mm thk. flush hollow core (FHC) wood doors with using 6mm thk. marine plywood skin with bottom wood louver panel on KD tangile framing on solid KD tangile jamb.
Location: Common comfort room
 - 8.1.3. LWD-1: 700mm width
Installation of 44.5mm thk. flush hollow core (FHC) low wood doors using 6mm thk. marine plywood skin on KD tangile framing on solid KD tangile jamb.
Location: New Accounts Access
 - 8.1.4. SD-1: 700mm width
Installation of 44.5mm thk. flush hollow core (FHC) secret wood door using 6mm thk. marine plywood skin on KD tangile framing on solid KD tangile jamb (embedded). Complete with a stainless-steel pull with plate, concealed hinges, concealed type door closer, and door latch.
Location: Tellers access
- 8.2. Glass Door
 - 8.2.1. GD-1: 900mm width (2 sets)
Installation of 6 mm thk. clear tempered glass door on 2" x 4" powder coated white aluminum frames with 8 mils clear security film (bomb blast-resistant) and 12 mm sq. bar security grilles at interior side
Location: Main Entrance
 - 8.2.2. GD-2: 900mm width
Installation of 12mm thk. frameless clear tempered glass door panel on polished stainless steel patch fitting locks & hinges with full frosted film
Location: Back office entrance
- 8.3. Metal Door
 - 8.3.1. MD-1: 900mm width
Installation of fire rated standard steel doors using Ga. 18 steel sheet and jamb with panic hardware and peep hole. (2-hour fire rating)
Location: Emergency exit

FORM 8-A (page 5 of 24)

- 8.3.2. MD-2: 800mm width
Installation of 44.5mm thk. fire rated standard steel plate flush hollow core metal door on Ga. 18 RHS jambs in gray epoxy paint finish. Complete with metal hinges, double cylinder deadbolt, satin stainless steel lever type doorknob and door closer.
Location: Records Room
- 8.4. Vault Door (inclusive of accessories for vault room)
Clear opening: 78" (H) x 36" (W)
Barrier Material Thickness: 4.53 inches
Fire Rating: Two (2) hours minimum
Miscellaneous:
 - Grille day gate
 - Built-in breathing tube
 - Dual electronic time delay lock
 - Stainless steel finish
- 8.5. Door Hardware (lockset)
- 8.5.1. Installation of lever type for locksets. Keyed type for all doors except for toilet doors which shall be non-keyed type
- 8.5.2. Installation of lever type for locksets. Non-keyed type for restrooms
- 8.5.3. Main door mid-locks
- 8.5.4. Door closer (concealed)
- 8.5.5. Door closer (pneumatic)
- 8.5.6. Door stopper (floor mounted)
- 8.5.7. Stainless steel door hinges (loose pin)
- 8.5.8. Stainless steel door hinges (concealed)
- 8.5.9. Stainless steel door hinges (double-action)
- 8.5.10. Stainless steel patch fitting locks and hinges
- 8.5.11. Stainless steel door handle - H-type 1500mm long
- 8.5.12. Stainless pull handle
- 8.5.13. Spring bolt
- 8.6. Windows, Frames and Glass Panels
- 8.6.1. GP-1
Installation of 6 mm thk. clear tempered glass on 2" x 4" powder coated white aluminum tubular frames with 8-mil clear security film (bomb blast-resistant) and 12 mm sq. bar security grilles at interior side
Dimension: 1800mm (L) x 800mm (W)
Location: Above main entrance door
- 8.6.2. GP-2a and GP-2b
Installation of 6mm thk. clear tempered glass on 2" x 4" powder coated white aluminum tubular frames and 12mm thk. frameless tempered glass both with 8-mil clear security film (bomb blast-resistant) and 12 mm sq. bar security grilles at interior side
Dimension: 2-2400mm (H) x 1400mm (W); 2-800mm (H) x 1400mm (W)
Location: ATM area
- 8.6.3. GP-3
Installation of 6 mm thk. clear tempered glass on 2" x 4" powder coated white aluminum tubular frames with 8-mil clear security film (bomb blast-resistant) and 12 mm sq. bar security grilles at interior side
Dimension: 3-3000mm (H) x 1010mm (W)
 2-3000mm (H) x 1225mm (W)
Location: Branch façade
- 8.6.4. GP-4
Installation of 6 mm thk. clear tempered glass on 2" x 4" powder coated white aluminum tubular frames with 8-mil clear security film (bomb blast-resistant) and 12 mm sq. bar security grilles at interior side

FORM 8-A (page 6 of 24)

Dimension: 4-3000mm (H) x 1184mm (W)

Location: Right side of the branch

8.6.5. GP-5

Installation of 6 mm thk. clear tempered glass on 2" x 4" powder coated white aluminum tubular frames with 8-mil clear security film (bomb blast-resistant) and 12 mm sq. bar security grilles at interior side

Dimension: 4-3000mm (H) x 1029mm (W)

Location: Right side of the branch

8.6.6. LGP-6

Installation of 12 mm thk. clear tempered glass interior panel on concealed top and bottom aluminum C-holder with decorative frosted sticker/film

Dimension: 1500mm (H) x 1210mm (W)

1500mm (H) x 300mm (W)

Location: Receiving room

8.6.7. HGP-7

Installation of 12 mm thk. clear tempered glass interior panel on concealed top and bottom aluminum C-holder with decorative frosted sticker/film

Dimension: 2-3200mm (H) x 2704mm (W)

3200mm (H) x 400mm (W)

Location: Branch Head area

8.6.8. W-1

Installation of 6mm thk. clear tempered glass on 2" x 4" powder coated white aluminum tubular frames with 8-mil clear security film (bomb blast-resistant) and 12mm sq. bar security grilles at interior side

Dimension: 3500mm (H) x 2250mm (L)

Location: Right side of the branch

B

9. FINISHES

9.1. Painting of the following finishes

9.1.1. Semi-gloss paint finish straight from the can – Color: White

a. WF-1 & WF-4: Interior paint finish

- All area except with tiles, finishes and claddings

9.1.2. Semi-gloss latex paint finish straight from the can – Color: match to existing

a. WF-5: Exterior paint finish

9.1.3. Flat paint finish (Color: White)

a. C-1: All gypsum board ceiling

9.1.4. Automotive (Duco) paint finish: (Color: White)

a. Wood door panels and jambs

- Door panel
- Door jamb

9.1.5. Gloss enamel paint finish:

a. Overhead cabinets

- Pantry
- Vault

b. Pantry wood support

9.1.6. Enamel paint finish:

a. Grille door & panels

- MGD-1 swing
- MGD-1a sliding
- Vault grille panel
- Fixed grille

b. Steel door

- Door
- Jamb

9.1.7. Epoxy paint finish:

FORM 8-A (page 7 of 24)

- a. Air-conditioning unit platforms
 - b. Genset steel housing
- 9.2. Installation of the following floor finishes
 - 9.2.1. FF-1: 600mm x 600mm Non-stained polished homogenous tiles (color: white)
 - 9.2.2. FF-2: 300mm x 300mm Matte homogenous tile (color: light gray)
 - 9.2.3. FF-3: 1200mm x 200mm wood plank porcelain floor tiles matte finish (color: light gray)
 - 9.2.4. FF-4: 3mm thk. x 300mm x 300mm vinyl tiles (color: cottage tan)
 - 9.2.5. FF-5: 200mm x 200mm matte tiles (color: white)
 - 9.2.6. FF-6: 300mm x 300mm Machuca/decorative tiles
- 9.3. Installation of the following wall finishes
 - 9.3.1. WF-2: Matte blue sticker on 6mm thk. Sintra board dent resistant backing
 - 9.3.2. WF-3: 300mm x 300mm polished homogenous tiles (color: beige)
 - 9.3.3. WF-6: Wood plastic composite (WPC) fluted panel cladding on metal furring system, in pine color finish, including all necessary accessories, fasteners, and mounting clips.
Location: Branch head and Receiving Room
 - 9.3.4. WF-7: 200mm x 200mm white glazed tiles (color: white)
Location: Slop sink
 - 9.3.5. WF-8: 300mm x 300mm mosaic tiles (accent tiles)
Location: Common CR, Female CR, Urinal, and Common Lavatory
- 9.4. Ceiling Finishes / Ceiling Works
 - 9.4.1. C-1: 10mm thk Gypsum board ceiling on metal furring
 - 9.4.2. C-2: 1200mm x 600mm x 10mm thk. Acoustic board on baked white t-runners with 10 dia. Hanger rods.
 - 9.4.3. C-3: Wood plastic composite (WPC) fluted panel cladding on metal furring system, in pine color finish, including all necessary accessories, fasteners, and mounting clips/hangers.
- 9.5. Other Finishes
 - 9.5.1. 20mm thk. China granite finish (Color: White)
 - a. Lavatory
 - b. Kitchen sink countertop
- 9.6. Finishing Accessories
 - 9.6.1. Stainless steel tile trim
Location: Branch head area and Receiving Room

10. SPECIALTIES

Supply of the following items

- 10.1. Signages / Poster Holders
 - 10.1.1. Flag type signage inclusive of pole & footing
 - 10.1.2. Horizontal façade signage (front façade only)
 - Flexible substrate (single face) with translucent sticker, LED lighting fixtures and timer. Complete with tubular framings
 - 10.1.3. Teller's back wall logo with DBP sign & wordings
 - 10.1.4. Bank decals / interior decals
 - a. Main entrance glass door decals
 - b. Acrylic signage (3 mm thk.)
 - Fire extinguisher
 - Open/Closed
 - Teller's Number
 - Restroom
 - Emergency Exit
 - Authorized Personnel Only
 - Evacuation Plan

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- c. Signage in acrylic decal holder
 - Clearing Cut-off Time
 - Please Count Your Money
 - Priority Lane
 - Date board
 - Public Assistance
- 10.1.5. ATM glass sticker with decals (design to be provided by DBP)
- 10.1.6. ATM Aluminum Composite Panel (ACP) enclosures complete with stickers and decals
Location: ATM area
- 10.1.7. ATM Sintra board signage
 - a. Temporary Unavailable
- 10.1.8. Poster Holders
 - a. DBP Mission-Vision
 - b. DBP Environmental Policy Statement
 - c. DBP Quality Policy
 - d. DBP Family Credo

11. FURNISHINGS

- 11.1. Office furniture
 - 11.1.1. Cash Safe
 - Exterior: approx. 1.70m (H) x 0.90m (W) x 0.70m (D)
 - Interior: approx. 1.50m (H) x 0.80m (W) x 0.70m (D)
 - Material and Insulation: Steel (Fire Resistant, Cut/Drill Resistant, Water Resistant)
 - Vault Door: double door
 - Vault Door Thickness: approx. 0.125m (door plate to back cover)
 - Inner Door: steel plate with key lock
 - Lock: dual lock combination
 - Adjustable Shelves: can bear the weight up to 50kg worth of coins
 - Bolt-works: multiple live locking bolts and dead bolts
 - Time Delay Lock: up to 0-99 minutes
 - Weight: approx. 800kg
 - Other Features:
 - anchor holes on the back or the bottom of safe can be used to install the safe to the wall or floor by using standard mounting bolts for safe
 - excellent powder coating finish
 - Manufacturer's Warranty: at least one (1) year
 - 11.1.2. Signature card
 - 11.1.3. Steel shelves
 - 11.1.4. Lateral filing drawers (3 layer)
 - 11.1.5. Steel Locker (color: gray)
 - a. Employee's locker 12 doors
 - 11.1.6. Mobile pedestal
 - 11.1.7. Single modular workstation (R&F)
 - 11.1.8. L-type modular workstation (R&F)s
 - 11.1.9. Table with modesty panel (Head)
 - 11.1.10. Receiving pod complete with table
- 11.2. Seating
 - 11.2.1. Gang chair (3-seater)
 - 11.2.2. High back chair (Head)
 - 11.2.3. Mid back chair with arm rest (Cashier & BSO)
 - 11.2.4. Pantry chair
 - 11.2.5. Staff chair (R&F)

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- 11.2.6. Teller's chair
- 11.2.7. Visitor's chair
- 11.3. Other furnishing
 - 11.3.1. Wooden pole with base inclusive of flag
 - 11.3.2. Window Blinds (Color: Beige)
 - Roll-up blinds/Sunscreen blinds
 - Shall be combination of polyester and PVC materials, 0.70mm thick, has an openness factor of 5% and color shall be "white bone" or equivalent
 - Accessories such as roller tubes, brackets, control and end caps, plunger system, bottom bars and bead chains shall be included
 - Location: Branch Façade
 - 11.3.3. Fire Protection
 - a. Extinguisher 10lbs - ABC fire extinguisher (HFC-236fa)
 - 11.3.4. Calendar clock
 - 11.3.5. TV bracket
 - 11.3.6. Digital printing on canvass with wooden frame and plywood backing (Design to be provided by DBP)
 - 11.3.7. Facial vanity mirror at toilet-frameless with glass ledge and accessories
 - 11.3.8. Synthetic ledge and accessories
 - Location: Restrooms, urinal, and common lavatory
 - 11.3.9. Floor recessed mats
 - Location: Common and female restrooms

12. PLUMBING

- 12.1. Installation of roughing-ins for waste, water and vent system
 - Soil and vent line
 - 12.1.1. Waste line system inclusive of fittings & accessories
 - a. 4" Ø PVC soil pipes (3m/ght)
 - b. 2" Ø PVC waste pipes (3m/ght)
 - c. Fittings and accessories (wye, 45, elbow, 90 elbow, p-trap, tee, floor cleanout, coupling, etc).
 - d. Consumables
 - 12.1.2. Vent line system inclusive of fittings & accessories
 - a. 2" Ø PVC vent pipes (3m/ght)
 - b. Stainless steel dome type wall vent
 - c. Fittings and accessories (90 elbow, tee, coupling, etc).
 - d. Consumables
 - 12.1.3. Water line system inclusive of fittings & accessories
 - a. 20mm Ø PPR pipes (4m/ght)
 - b. Fittings and accessories (gate valve, check valve, tee, elbow, coupling, pipe union, stainless flexible hose, etc).
 - c. Consumables
- 12.2. Plumbing Fixtures
 - 12.2.1. Kitchen sink (stainless including p-trap and other accessories)
 - 12.2.2. Above-counter faucet (stainless, lever handle, gooseneck spout)
 - Location: Kitchen sink (pantry)
 - 12.2.3. Grease trap (stainless steel finish)
 - 12.2.4. Water closet (tank type, lever type) including other accessories
 - 12.2.5. Urinal (push-button type) including other accessories
 - 12.2.6. Under counter Lavatory including p-trap and other accessories
 - 12.2.7. Above-counter faucet (stainless, lever handle, standard spout)
 - 12.2.8. Tissue holder (wall mounted, stainless steel finish)
 - 12.2.9. Clothes hook (single, stainless steel finish)
 - 12.2.10. Hygienic spray / bidet (stainless steel finish)

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12.2.11. Floor drain with strainer (stainless steel finish)

13. HVAC

13.1 Supply, delivery, installation, testing, commissioning of packaged HVAC system

- 13.1.1 1.0 HP single phase inverter split type air-conditioning system (wall mounted)
- 13.1.2 1.5 HP single phase inverter split type air-conditioning system (wall mounted)
- 13.1.3 2.0 HP single phase inverter split type air-conditioning system (wall mounted)
- 13.1.4 4.0HP/3.0TR single phase inverter split type air-conditioning system (free standing)

Notes:

- a. Contractor must refer to mechanical plans for location and specifications.
- b. Contractor shall ensure it does not contain "controlled refrigerants"
- c. Contractor to install all necessary accessories; refrigerant pipes, insulation, drain pipe, hanger and support, AC refrigerants
- d. At least or equivalent to 4.0 Energy Star.
- e. Contractor shall provide labelling for indoor and outdoor unit.

13.2 Supply, delivery, installation, testing and commissioning of exhaust systems

- 13.2.1 Exhaust fan (ceiling mounted)
- 13.2.2 Electric fan (ceiling mounted, orbital type)

13.3 Installation of Exhaust piping and vents

- 13.3.1 150mmØ flexible duct (exhaust)
- 13.3.2 Dome Type exhaust air grille
- 13.3.3 6.40mmØ copper refrigerant pipe
- 13.3.4 9.50mmØ copper refrigerant pipe
- 13.3.5 12.70mmØ copper refrigerant pipe
- 13.3.6 15.90mmØ copper refrigerant pipe
- 13.3.7 Rubber insulation (1/2" thk)
- 13.3.8 Rubber insulation (3/4" thk)
- 13.3.9 20mmØ PVC drain pipe (3m/pc)

13.4 Installation of other accessories

- 13.4.1 Hangers and support
 - a. Contractor shall provide and install 6mmØ bar with expansion shield and bolt hanger rod on under-slab.
- 13.4.2 Consumables (Torch, tape, tagging, PVC cement, and accessories)
- 13.4.3 Testing and Commissioning

14. ELECTRICAL

14.1 Supply, delivery, installation, testing and commissioning of new transformer and accessories

- 14.1.1 Pole mounted distribution transformer for the total load requirement = 34.82KVA, Actual no/s. and rating of transformer

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will be based on final recommendation of Electric Cooperative (Inclusive of mounting accessories and Primary & Secondary wiring).

- a. Contractor to install all necessary components, parts, and standard mounting accessories for the transformer to function
- b. Contractor to use mineral oil for insulation fluid and copper for winding with temperature rise of winding not to exceed 65°C.
- c. Contractor shall submit all documents and pay all the fees necessary for permanent power application

14.2 Supply, delivery, Installation, testing and commissioning of Unitized Cabinet/Panel Boards (powder coated beige)

14.2.1 Panel "MDP"

Main: 225AT/250AF, 2P, MCCB
 Branch: 1-150AT/200AF, 2P, MCCB
 2-60AT/100AF, 2P, MCCB
 1-100A, 2P busbar (Space)

With busbar & grounding busbar terminal rated 250 amperes

14.2.2 Panel "ATS"

Enclosure: GA #16 G.I. sheet, NEMA3R
 Main: 250AT/250AF, 2P, (ATS), with programmable digital controller
 Branch: 1-250AF, 2P (lugs only)
 Programmable digital controller:

- Min. LCD display: Voltage (V), Frequency (Hz), Auto/Manual
- Min. Keypad Controls: Power On/Off, Operation Auto/Manual
- Response time: ≤ 10sec

With busbar & grounding busbar rated 250 amperes

14.2.3 Unitized Cabinet (1600mm x 1850mm x 300mm)

Inclusive of concrete base (see electrical plans for specification)

14.2.4 Panel "LP"

Main: 60AT/100AF, 2P, MCCB
 Branch: 11-20AT/100AF, 2P, MCCB
 1-30AT/100AF, 2P, MCCB

With busbar & grounding busbar Terminal rated 100 amperes

14.2.5 Panel "PP"

Main: 60AT/100AF, 2P, MCCB
 Branch: 12-20AT/100AF, 2P, MCCB

With busbar & grounding busbar Terminal rated 100 amperes

14.2.6 Panel "PPAC"

Main: 150AT/200AF, 2P, MCCB
 Branch: 8-30AT/100AF, 2P, MCCB
 2-40AT/100AF, 2P, MCCB

With busbar & grounding busbar Terminal rated 150 amperes

14.2.7 ECB

Enclosure: GA #16 G.I. sheet, NEMA-3R
 Main: 225AT/250AF, 2P, MCCB

With busbar & grounding busbar rated 250 amperes

14.2.8 TTC phenolic back board

14.2.9 PABX phenolic back board

14.2.10 Timer switches phenolic back board

14.2.11 Transient Voltage Surge Suppressor"

Notes:

- a. Contractor shall provide NEMA-3R enclosure for outdoor and NEMA-1 for indoor gauge#16 GI sheet powder coated enclosure with twist lock and key.
- b. Contractor to install all necessary accessories; nameplate, panel board/circuit breakers labelling, mounting accessories, grounding terminals, and tin plated cooper busbars with insulators.
- c. Circuit breakers shall comply with the following standards: *ANSI/IEEE C37.20.1-2015; UL 489.*
- d. Contractor must submit sample/s, technical specification, and shop drawing for DBP's approval before fabrication and installation.
- e. No fabrication and installation shall be done without DBP's proper approval.

14.3 Supply, delivery, installation, testing and commissioning of Enclosed Circuit Breakers in NEMA-3R enclosure – (ACCU)

- 14.3.1 30AT/100AF, 2-Pole, MCCB
- 14.3.2 40AT/100AF, 2-Pole, MCCB

Notes:

- a. Contractor shall provide NEMA-3R enclosure for outdoor and NEMA-1 for indoor gauge#16 GI sheet powder coated enclosure with twist lock and key.
- b. Contractor to install all necessary accessories; nameplate, mounting accessories, grounding terminals, and tin plated cooper busbars with insulators.
- c. Circuit breakers shall comply with the following standards: *ANSI/IEEE C37.20.1-2015; UL 489.*
- d. Contractor must submit sample/s, technical specification, and shop drawing for DBP's approval before fabrication and installation; and
- e. No fabrication and installation shall be done without DBP's proper approval.

14.4 Supply, delivery, installation, testing and commissioning of electric meter in NEMA-3R enclosure

- 14.4.1 KWH meter (Single phase) with ERC sealed and meter base
- 14.4.2 2-200/5A class 0.5-1, 400V (current transformer) in NEMA 3R Enclosure

Note:

- a. Contractor to install all necessary components, parts, and standard mounting accessories for the overhead current transformer with cabinet to function.

14.5 Supply, delivery, installation, testing and commissioning of lighting fixtures

- 14.5.1 Battery pack for lighting fixture with 120min. emergency time
- 14.5.2 LED exit sign with white acrylic housing
- 14.5.3 1 – 16W 1200mm T5 LED tube (warm white)
- 14.5.4 2 – 16W 1200mm T5 LED tube (daylight) on 600mm x 1200mm mirrorized lighting fixture (recessed mounted)
- 14.5.5 1 – 15W E-27 LED bulb (cool white) in 6"x6" dia. w/ silver reflector E-27 socket lighting fixture (recessed mounted)
- 14.5.6 1 – 15W E-27 LED bulb (cool white) in 6" dia w/ silver reflector E-27 socket lighting fixture (recessed mounted)

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- 14.5.7 1–15W E-27 LED bulb (daylight) in 6" dia w/ silver reflector E-27 socket lighting fixture (recessed mounted)
- 14.5.8 LED strip lights (warm white)

14.6 Supply, delivery, installation, and termination of wires and cables

- 14.6.1 3.5mm² 3C Royal cord wire
- 14.6.2 5.5mm² 3C Royal cord wire
- 14.6.3 3.5mm² THHN stranded (150m/roll)
- 14.6.4 5.5mm² THHN stranded (150m/roll)
- 14.6.5 8.0mm² THHN stranded
- 14.6.6 14mm² THHN stranded
- 14.6.7 30mm² THHN stranded
- 14.6.8 50mm² THHN stranded
- 14.6.9 100mm² THHN stranded

Notes:

- a. All wires and cables shall be 600-volt grade, made of copper, lead-free, and soft-annealed, capable of withstanding a 130° C emergency overload condition, and shall be UL-listed for safety and quality compliance.
- b. Color coding of wires shall be implemented.
- c. The installation of wires and cables (including pipes) shall be carried out above the ceiling level.

14.7 Supply, delivery, installation of conduits and fittings

- 14.7.1 50mm dia RSC pipe (3m/pc) with adapter and locknut
- 14.7.2 50mm dia RSC elbow
- 14.7.3 50mm dia RSC coupling
- 14.7.4 25mm dia PVC pipe (3m/pc) with adapter and locknut
- 14.7.5 20mm dia PVC pipe (3m/pc) with adapter and locknut
- 14.7.6 20mm dia flexible PVC pipe (50m/roll)
- 14.7.7 20mmØ straight connector
- 14.7.8 20mmØ angle connector

14.8 Supply, delivery, installation of Boxes

- 14.8.1 Pull box (ga#16)
- 14.8.2 Junction box with cover - PVC
- 14.8.3 Utility box – PVC

14.9 Supply, delivery, installation of Switches and outlets

- 14.9.1 1-gang switch with plate (16A)
- 14.9.2 2-gang switch with plate (16A)
- 14.9.3 3-gang switch with plate (16A)
- 14.9.4 16A, 230V, 3-pin duplex universal outlet with ground (wall mounted)
- 14.9.5 16A, 230V, 3-pin duplex universal outlet with ground (Pop-up)
- 14.9.6 3prong twistlock outlet with plug (20A)
- 14.9.7 24 hour timer switch
- 14.9.8 Magnetic contactor

Notes:

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- a. Contractor shall provide permanent circuit labelling for panel boards, circuit breakers, lighting fixtures and wiring devices based on schedule of loads.

14.10 Supply, delivery and installation of other accessories

- 14.10.1 50mm dia service entrance cap
- 14.10.2 Grounding rod (¾" x 3m)
- 14.10.3 Grounding clamp – (¾")
- 14.10.4 Hangers and support
 - a. Contractor shall provide and install 6mmØ bar with expansion shield and bolt hanger rod on under-slab.
- 14.10.5 Consumables (Tape, permanent labelling (refers to drawing details), PVC cement, and accessories)

14.11 Other item of work necessary to complete the intent of the plan and specification.

- 14.11.1 Concrete/steel pole or transformer pad
 - a. Contractor shall provide, install and erect concrete/steel pole or transformer pad.
 - b. Contractor shall comply with the approved design provided by the local electric service provider.
- 14.11.2 Panel board tagging (laminated)
 - a. Contractor shall provide laminated tagging on all panel boards, ATS and ECBs.
- 14.11.3 Testing and Commissioning
 - a. Contractor shall provide signed testing and commission of electrical system (continuity test, insulation resistance test and panel board torque test with markings) before energization and electrical functionality test after energization.

15. POWER GENERATING EQUIPMENT

15.1 Supply, delivery and installation of Standby Generator

- 15.1.1 50kVA 60hz 230V single phase Standby generator set (outdoor type)

Notes:

- a. Contractor to provide and install circuit breaker compatible with the portable generator with NEMA-3R enclosure, all necessary accessories, pipes and cables to operate the generator set.
- b. Contractor shall submit all documents (PTO, DENR, and EMB requirements) and pay all the fees necessary for the genset to operate.
- c. Contractor to provide the generator set full tank of fuel for testing and commissioning (No load test, .
- d. Generator set shall be ISO certified (ISO 9001 & ISO 14001).
- e. Contractor shall submit Original Equipment Manufacturer (OEM) Certificate for Engine, Alternator and Controller.
- f. No installation shall be done without DBP's proper approval.

15.2 Supply, delivery, installation, testing and commissioning of Uninterruptible Power Supply (UPS)

- 15.2.1 1KVA, 60Hz, 230V single phase UPS

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Notes:

- a. Capacity KVA rating: 1,000VA
- b. AC operating voltage range: 208 to 240V
- c. Frequency range: 60Hz±5%
- d. AC input voltage: 220 to 240V
- e. AC output voltage: 220 to 240V
- f. Output Receptacles/ port: ≥ 2 (min.)
- g. Power factor: 0.9 – 1
- h. Output wave form: Sine wave / pure sine wave
- i. Battery runtime: ≥ 30 minutes per 180W
- j. Display (LCD panel): General and other information (battery, power, status, etc.)
- k. Features: Protection (≥600 joules for surge energy rating, overload, etc.)
- l. Inclusive of necessary accessories to operate the system.
Note: UPS with labelling for CCTV, fire alarm and burglar alarm panels will be located under the nearest computer table. The necessary pipes, wires and accessories have already been considered under item no. 14.

15.2.2 3KVA, 60Hz, 230V single phase UPS

Notes:

- a. Capacity KVA rating: 3,000VA
- b. AC operating voltage range: 208 to 240V
- c. Frequency range: 60Hz±5%
- d. AC input voltage: 220 to 240V
- e. AC output voltage: 220 to 240V
- f. Output Receptacles/ port: ≥ 2 (min.)
- g. Power factor: 0.9 – 1
- h. Output wave form: Sine wave / pure sine wave
- i. Battery runtime: ≥ 30 minutes per 180W
- j. Display (LCD panel): General and other information (battery, power, status, etc.)
- k. Features: Protection (≥600 joules for surge energy rating, overload, etc.)
- l. Inclusive of necessary accessories to operate the system.

16. DATA COMMUNICATIONS

16.1 Supply, delivery and installation of Network System

- 16.1.1 Data terminal cabinet (960mm H x 550mm W x 580mm D)
 - a. Contractor to provide and install Data Terminal cabinet (DTC) with Gauge #16 framing and paneling powder coated black, 19" standard opening, mesh front door with lock, fixed type back panel, 2-pcs exhaust fan & 2-pcs ventilating fan
 - b. Inclusive of cage nut, screw, and other installation accessories
- 16.1.2 Horizontal cable manager
- 16.1.3 Rack shelves
- 16.1.4 Power strip 6-convenience outlet for data cabinet
- 16.1.5 24 port patch panel
- 16.1.6 48 ports manageable LAN switch
 - a. Contractor shall refer to ECE plans for technical specifications.

16.2 Supply, delivery and installation of Telephone system

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- 16.2.1 Telephone terminal Cabinet
 - a. Contractor to provide and install NEMA-1, G.I Gauge #16 powder coated gray cabinet. With dimensions of 600mm (H) x 400mm (W) x 200mm (D).
 - b. Contractor to provide and install all necessary accessories; hanger and support, mounting accessories, wires and cables, tagging.
- 16.2.2 Service telephone terminal cabinet with grilles and padlock
 - a. Contractor to provide and install NEMA3R, G.I Gauge #16 powder coated gray cabinet. With dimensions of 400mm (H) x 400mm (W) x 200mm (D).
 - b. Contractor to provide and install all necessary accessories; hanger and support, mounting accessories, wires and cables, tagging, lock and key.
- 16.2.3 Private automatic branch exchange (PABX)
 - a. Contractor to provide and install 1 lot enclosure for PABX with 6 trunk lines and 24 port extension local lines.
 - b. Inclusive of accessories: 1 unit proprietary programmable telephone set; 8-units standard telephone; and Back-up battery.
 - c. Contactor shall cover all the installation termination, programming, and training of personnel.
- 16.2.4 Krone module/10 pairs
- 16.2.5 5-way back mounting frame
- 16.3 **Supply, delivery, installation, and termination of wires and cables**
 - 16.3.1 Cat6 UTP cable 4 pairs (305m/box)
 - 16.3.2 Cat6 slim-line UTP patch cord 4 pairs (1 meter)
 - 16.3.3 Cat6 UTP patch cord 4 pairs (3 meter)
 - 16.3.4 Cat6 UTP cable 25 pairs
 - 16.3.5 5.5mm² THHN stranded wire (150m/roll)
 - NOTE:
 - a. *All wires shall be UL-listed for safety and quality compliance.*
- 16.4 **Supply, delivery, and installation of conduits and fittings**
 - 16.4.1 40mmØ PVC pipe (3m/pc) with adapter and locknut
 - 16.4.2 32mmØ PVC pipe (3m/pc) with adapter and locknut
 - 16.4.3 25mmØ PVC pipe (3m/pc) with adapter and locknut
 - 16.4.4 20mmØ PVC pipe (3m/pc) with adapter and locknut
- 16.5 **Supply, delivery, installation of boxes**
 - 16.5.1 Pull box (ga#16)
 - 16.5.2 Junction box with cover (PVC)
 - 16.5.3 Utility box (PVC)
- 16.6 **Supply, delivery, installation of switches and outlets**
 - 16.6.1 Duplex data port pop-up outlet (RJ45)
 - 16.6.2 Duplex voice port pop-up outlet (RJ11)
 - 16.6.3 Duplex data port outlet (RJ45)
 - 16.6.4 Duplex voice port outlet (RJ11)
- 16.7 **Supply, delivery and installation of other accessories**

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- 16.7.1 40mmØ service entrance cap
- 16.7.2 32mmØ service entrance cap
- 16.7.3 Grounding rod (¾" x 3m)
- 16.7.4 Grounding clamp – (¾")
- 16.7.5 Hangers and support
 - a. Contractor shall provide and install 6mmØ bar with expansion shield and bolt hanger rod on under-slab.
- 16.7.6 Consumables (Tape, tagging, PVC cement, and accessories)

17. ELECTRONIC SECURITY SYSTEM

17.1 Supply, delivery, installation, testing and commissioning of Security Alarm System and accessories

- 17.1.1 Burglar alarm control panel
- 17.1.2 Auto dialer for burglar alarm
- 17.1.3 Siren with strobe lights
- 17.1.4 Magnetic door contact
- 17.1.5 Hold-up buttons
- 17.1.6 Foot rail switch
- 17.1.7 Money clip
- 17.1.8 Vibration contact
- 17.1.9 Silent signaling device (LED indicator)
- 17.1.10 Buzzer with emergency button
- 17.1.11 Motion detection light

NOTES:

- a. Contractor must refer to ECE plans for location and technical specification of Fire Detection Alarm System.
- b. Contractor shall provide all manuals and must schedule and conduct orientation/training for the DBP branch personnel for the maintenance and upkeep of the installed Burglar Alarm System.
- c. Contractor to provide and install all necessary accessories to complete the system.

17.2 Supply, delivery, installation, testing and commissioning of Biometric Access System (BAS)

- 17.2.1 Biometric Access System (BAS) computer
- 17.2.2 UPS 625VA
- 17.2.3 Finger print proximity reader
- 17.2.4 12V/3A power supply with back-up battery
- 17.2.5 Single door magnetic lock – (600lbs)
- 17.2.6 Exit button

NOTES:

- a. Contractor must refer to ECE plans for location and technical specification of Biometric Access System.
- b. Contractor shall provide all manuals and must schedule and conduct orientation/training for the DBP branch personnel for the maintenance and upkeep of the installed Biometric Access System.
- c. Contractor to provide and install all necessary accessories to complete the system.

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17.3 Supply, delivery, installation, testing and commissioning of CCTV surveillance system

- 17.3.1 32 channel network video recorder with 4 Nos. 8TB internal Hard drive
- 17.3.2 POE switch
- 17.3.3 32 channel 32" monitor
- 17.3.4 5MP CCTV camera (bullet type)
- 17.3.5 5MP CCTV camera (dome type)
- 17.3.6 9U CCTV Cabinet (Wall mounted)

NOTES:

- a. Contractor must refer to ECE plans for location and technical specification of CCTV Surveillance System.
- b. Contractor shall provide all manuals and must schedule and conduct orientation/training for the DBP branch personnel for the maintenance and upkeep of the installed CCTV Surveillance System.
- c. Contractor to provide and install all necessary accessories to complete the system.

17.4 Supply, delivery, installation and termination of wires and cables

- 17.4.1 CAT5e UTP cable 4 pairs (305m/box)
- 17.4.2 #22 2C AWG stranded TF wire
- 17.4.3 #12 AWG stranded TF wire
- 17.4.4 RS232 Cable

NOTE:

- a. All wires shall be UL-listed for safety and quality compliance.

17.5 Supply, delivery, installation of conduits and fittings

- 17.5.1 25mmØ PVC pipe (3m/pc) with adapter and locknut
- 17.5.2 20mmØ PVC pipe (50m/roll)
- 17.5.3 20mmØ PVC straight connector
- 17.5.4 20mmØ PVC angle connector

17.6 Supply, delivery, installation of boxes

- 17.6.1 Pull box (ga#16)
- 17.6.2 Junction box with cover - PVC
- 17.6.3 Utility box – PVC

17.7 Supply, delivery and installation of other accessories

- 17.7.1 Hangers and support
 - a. Contractor shall provide and install 6mmØ bar with expansion shield and bolt hanger rod on under-slab.
- 17.7.2 Consumables (Tape, tagging, PVC cement, and accessories)
- 17.7.3 Mounting termination, testing, commissioning and programming

18. FIRE DETECTION ALARM SYSTEM

18.1 Supply, delivery, installation, testing and commissioning of Fire Detection Alarm System (FDAS) and accessories

- 18.1.1 Fire alarm control panel (FACP)
- 18.1.2 Auto dialer for fire alarm
- 18.1.3 Smoke detector (addressable)
- 18.1.4 Heat detector (addressable)

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18.1.5 Manual call point with sounder strobe

NOTES:

- a. *Contractor must refer to ECE plans for location and technical specification of Fire Detection Alarm System (FDAS).*
- b. *Contractor shall provide all manuals and must schedule and conduct orientation/training for the DBP branch personnel for the maintenance and upkeep of the installed FDAS.*
- c. *Contractor to provide and install all necessary accessories to complete the system.*

18.2 Supply, delivery, installation and termination of wires and cables

18.2.1 CAT5e UTP cable 4 pairs (305m/box)

18.2.2 #16 2C AWG stranded TF wire

NOTE:

- a. *All wires shall be UL-listed for safety and quality compliance.*

18.3 Supply, delivery, installation of conduits and fittings

18.1.1 25mmØ PVC pipe (3m/pc) with adapter and locknut

18.1.2 20mmØ PVC pipe (50m/roll)

18.1.3 20mmØ PVC straight connector

18.1.4 20mmØ PVC angle connector

18.4 Supply, delivery, installation of boxes

18.4.1 Junction box with cover - PVC

18.4.2 Utility box – PVC

18.5 Supply, delivery and installation of other accessories

18.5.1 Hangers and support

- a. *Contractor shall provide and install 6mmØ bar with expansion shield and bolt hanger rod on under-slab.*

18.5.2 Consumables (Tape, tagging, PVC cement, and accessories)

18.5.3 Mounting termination, testing, commissioning and programming

Note:

For clarification or further details on working drawings and Scope of Work/Technical Specifications, the Contractor shall coordinate, verify and confirm first with DBP before proceeding with the works by submitting a Request for Information (RFI) memo addressed to the Construction and Facilities Management Department (CFMD).

III. OTHER WORKS AND REQUIREMENTS / CONDITIONS:

1. Day 1 shall be reckoned fifteen (15) days after receipt of Notice to Proceed (NTP) or upon receipt of Construction Permit issued by the Local Building Official, whichever comes first.

The Contractor must complete all works within **One Hundred Thirty (130) calendar days**.

The Contractor may adopt a **12-hour work schedule** with rotating shifts to meet the target calendar days, subject to the Lessor's approval. Extended working hours will be

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only permitted for workers listed and submitted in advance to both DBP and the Lessor. In the event of any personnel replacement, an updated list must be provided.

2. The Contractor must submit two (2) sets, duly signed, PERT/CPM and Gantt Chart; Construction Schedule with S-curve reflecting all activities needed to complete the project, their sequence, duration and target percentage work accomplishment within fourteen (14) calendar days after issuance of the Notice to Proceed (NTP).
3. The Contractor is required to attend a briefing to fully discuss the guidelines and other concerns, prior to commencement of work to be conducted by the Security Services Department (SSD), DBP's Chief Safety Officer, Network Infrastructure Services Department (NISD) and Construction and Facilities Management Department (CFMD)-Works Engineering Unit (WEU).
4. The Contractor shall secure and pay for all necessary and applicable permits, licenses, and clearances, including the fees required by the LGU, including but not limited to:
 - LGU Clearance
 - Barangay Clearance (if necessary)
 - Building Permit from Office of the Building Official (Civil/Architectural, Structural, Sanitary/Plumbing, Electrical, Mechanical, and Electronics Permit)
 - Fire and Safety Certificate from Bureau of Fire (BFP)
 - Occupancy Permit

Note:

Should the issuance of permits require submission of signed plans; the Contractor may submit to DBP a Title Block for DBP to incorporate in the plans. Said plans will be provided to the Contractor for printing on their end. DBP does not provide copies of the CAD file.

5. Authority to sign documents covering administrative matters in conducting business affairs of DBP including, but not limited to, the application of pertinent permits and/or licenses required on which may be required relative to the implementation of the project is designated to the Head of the Project Proponent (BBG-Northern Mindanao).
6. As soon as the Building Construction Permit (including accessory and ancillary permits) are issued by the Office of the Building Official (OBO), the permits and receipts shall be submitted to DBP.
7. The Contractor shall also pay all necessary taxes and comply with all laws and local ordinances and related government regulations in connection with the project.
8. The Contractor must comply with latest DOH, DOLE and LGU health protocols inside the project site.
9. The Contractor shall designate or employ the following personnel on site:
 - a. One (1) full-time Safety Officer (SO2 Category)/Site Safety Officer with forty (40) hours of Construction Occupational Safety and Health (COSH) training shall be assigned to monitor and inspect health or safety aspects of the construction with the participation of supervisors and workers per DOLE D.O. No.198 s.2018;
 - b. One (1) full-time Project Coordinator who will supervise the construction works/activities and will act as the focal person of the Contractor; and

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- c. One (1) Quality Assurance/Quality Control (QA/QC) Officer who will ensure that materials are within the specifications required by DBP, quality of workmanship and construction methodologies are acceptable.
10. The Contractor must submit sample/s of materials/fixtures and brochures/specification sheets of equipment for approval by DBP prior to proceeding with fabrication and/or installation.
Note:
All items must conform with the standards implemented by the Bureau of Philippines Standards of the Department of Trade and Industry (DTI-BPS).
11. Defective works and materials will be rejected by DBP at any time before the final acceptance of work. Any rejected items shall be rebuilt or replaced in accordance with the approved plans and specifications, with all related expenses chargeable to the Contractor.
12. The Contractor must turnover all equipment/operation manuals to DBP upon completion of the project

IV. PAYMENT TERMS:

DBP's manner of payment for the Contractor shall be in accordance with the IRR of RA 9184 which allows the release of the fifteen percent (15%) of the total contract price and four (4) progress billings depending on the determined percentage completion. Schedule of payments are tabulated below:

Billing Period	Minimum Percentage Project Completion
First (1 st)	30%
Second (2 nd)	60%
Third (3 rd)	90%
Fourth (4 th)	100% (Final Payment)

Notes:

- i. The winning bidder must open an account with DBP after the receipt of Notice of Award (NOA).
- ii. Advanced payment of fifteen percent (15%) of the total contract price will be released upon submission of the following documents:
 - Letter of Request for Advanced Payment;
 - Copy of CARI;
 - An irrevocable standby letter of credit from a commercial bank, a bank guarantee or a surety bond callable upon demand; issued by a surety or insurance company duly licensed by the Insurance Commission.
- iii. The procuring entity shall deduct the following from the certified gross amounts to be paid to the Contractor as progress payment:
 - Cumulative value of the work previously certified and paid for.
 - Portion of the advance payment (15% mobilization fee) to be recouped.
 - The advance payment shall be repaid by the contractor by deducting fifteen percent (15%) from his periodic progress payments, a percentage

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equal to the percentage of the total contract price used for the advance payment³

- Retention money (10% of the total contract amount) is in accordance with the condition of the contract.
- Appropriate/corresponding taxes.

iv. Progress Billings will be processed upon submission of the following documents:

- Letter of Request for Payment
- Statement of Work Accomplishment
- Contractor's Affidavit
- Project Pictures
- Approved Building Construction Permit for Progress Billing No.1
- CARL for Progress Billing No. 1 (if advance payment was not requested)

v. The last payment shall be made upon Contractor's submission of the following documents:

- The Letter of Request for Payment
- Statement of Work Accomplishment
- Contractor's Affidavit
- Project Pictures
- Fire and Safety Certificate from BFP
- Occupancy Permit from LGU
- Five (5) sets of signed and sealed as-built plans (blueprint)
- CAD file of as-built plans (sent through email to cfmd@dbp.ph or via data storage device)

vi. The Contractor shall issue an Official Receipt (O.R.) for every receipt of payment. Original copy of O.R. must be submitted to GDU-AdAD through CFMD-Works Engineering Unit, DBP Head Office, Makati City.

Note:

- Final payment shall be subject to the submission of updated and valid tax clearance, if the previous tax clearance submitted has expired, pursuant to BIR Revenue Memorandum Order (RMO) No. 2-2025.

V. WARRANTY

From the time project construction commenced up to final acceptance, the Contractor shall assume full responsibility for the following:

- a. Any damage or destruction of the works except those occasioned by force majeure; and
- b. Safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the works, equipment, installation, and the like to be affected by his construction work.

Further, neither the final certificate nor the final payment, nor any provision of the contract document shall relieve the Contractor of the responsibility for faulty materials and

³ RA 9184 – Annex E Section 4.3

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workmanship. It shall, moreover, remedy any defects thereof, and for any damages caused to other works resulting therefrom, within a period of one (1) year after the acceptance of works or the defects liability period.

VI. RETENTION MONEY

The obligation for the one (1) year warranty (reckoned from the date of completion) shall be covered by either retention money, irrevocable standby Letters of Credit, Surety Bond or a special bank-guarantee equivalent to ten percent (10%) of the total contract amount.

VII. PERFORMANCE SECURITY

To guarantee the faithful performance of obligations, the winning bidder 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:

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%)

VIII. LIQUIDATED DAMAGES

Once the contract duration expires, including any time extension duly granted, and the Contractor refuses or fails to satisfactorily complete the work, the DBP shall impose upon the Contractor in default liquidated damages. Liquidated damage is an amount equal to one tenth (1/10) of one (1) percent of the unperformed portion of work for every day of delay as stated in the IRR of R.A. 12009, Section 71.2.4.

In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

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IX. SIGNING OF THE CONTRACT

The documents required in Section 47 of the R.A. No. 12009, including revisions/amendments through Supplemental Bid Bulletin, shall be applicable and form part of the Contract. Further, the Contract may still be subjected to review/clearance of the Office of the Government Corporate Counsel (OGCC).

X. DOCUMENTARY REQUIREMENTS FOR THE BID OPENING

1. Valid Philippine Contractors Accreditation Board (PCAB) License:

Classification	: B-General Building
Minimum License Category	: D
Size Range	: Small B

2. The duly signed statement of Single Largest Completed Contract (SLCC) in the last five (5) years, which is similar in nature to the contract to be bid amounting to at least fifty percent (50%) of the ABC.

Note:

Per Section 52.4.2.4 of the IRR of R.A. 12009, bidders/contractors under Small B categories without similar experience on the contract may be allowed to bid if the cost of the contract is not more than the Allowable range of Contract Cost (ARCC) of their registration based on the guidelines prescribed by PCAB.

"Similar Contract" shall refer to the fit-out, ground-up construction, renovation, rehabilitation, or repair of office spaces or buildings.

3. The SLCC shall be supported by a Certificate of Final Acceptance issued by the project owner other than the contractor, or a final rating of at least "Satisfactory" in the CPES, or a similar performance and monitoring system.

In the case of contracts with the private sector, an equivalent document shall be submitted.

4. Duly signed Contractor's Organizational Chart and Key Personnel to include:

- Project Coordinator – Minimum of one (1) year relevant experience.
- Safety Officer (SO2)/Site Safety Officer – Minimum of one (1) year relevant experience supported with training certification; and
- Quality Assurance/Quality Control (QA/QC) Officer – Minimum of one (1) year relevant experience

5. Proof of ownership (O.R. and C.R./deed of absolute sale); certificate of availability of lease equipment; and/or lease of contract agreement as well as proof of ownership of the lessor for the following minimum required equipment pledged to the proposed project, to wit:

- Power tools
- Dump truck/Closed van for hauling
- Welding machine
- Demolition hammer

FORM 9

(use Bidder's Official Letterhead)

**FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05**

LIST OF CONTRACTOR'S PERSONNEL TO BE ASSIGNED TO THE PROJECT IF AWARDED THE CONTRACT

Note: These personnel must meet the required minimum years of experience set in the Bid Data Sheet (BDS)

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<i>Position</i>	<i>Name of Key Personnel</i>	<i>General experience/ relevant experience</i>	<i>Attached supporting documents</i>
1. Project Coordinator			
2. Safety Officer (SO2)/ Site Safety Officer			
3. Quality Assurance/ Quality Control Officer			

Name and Signature of Representative

Name of Company (Bidder)

Position

Address

Date Signed

Contact Numbers

FORM 10

(use Bidder's Official Letterhead)

**FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05**

LIST OF CONTRACTOR'S MAJOR EQUIPMENT TO BE ASSIGNED TO THE PROJECT IF AWARDED THE CONTRACT

Note: These pieces of equipment must meet the required minimum requirements for the contract as set in the Bid Data Sheet [BDS]

Equipment	Capacity	Number of Units/Quantity	Attached supporting documents/s
1. Power tools			
2. Dump truck / Closed van for hauling			
3. Welding machine			
4. Demolition hammer			

Note: Bidders may add equipment apart from the above-mentioned list of equipment.

Name and Signature of Representative

Name of Company (Bidder)

Position

Address

Date Signed

Contact Numbers

FORM 11 (page 1 of 2)

(use Bidder's Official Letterhead)

**FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05**

BID FORM

Date : _____
Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The **total bid price**, less the discounts (if any), in the amount of *[amount in words]* *[amount in figures]*, includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates;
- f. Our Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines³ for this purpose;

³ currently based on GPPB Resolution No. 09-2020

FORM 11 (page 2 of 2)

- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

FORM 12 (page 1 of 11)

FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
 Project Name
MOTOOMULL STREET, GINGOOG CITY
 Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
1	GENERAL REQUIREMENT									
1.1	Construction Health and Safety Program	1.00	lot			6%				
1.2	Clearance/Permit Requirements	1.00	lot			0%				
1.3	Temporary Facilities and Controls									
1.3.1	Temporary utilities	1.00	lot			20%				
1.3.2	Temporary scaffolding and platforms	1.00	lot			20%				
1.3.3	Temporary barriers and enclosures	1.00	lot			20%				
1.3.4	Temporary project signage	1.00	lot			20%				
1.4	Mobilization / Demobilization (inclusive of freight cost)	1.00	lot			0%				
1.5	Material Laboratory Testing	1.00	lot			20%				
1.6	As-Built Plans	1.00	lot			20%				
sub-total=										
2	SITEWORKS									
2.1	Chipping, Dismantling, and Demolition works									
2.1.1	Chipping of concrete slab and walls for the water, waste water, soil, and vent lines	1.00	lot			20%				
2.1.2	Chipping of concrete slab for the recessed floor mat	1.00	lot			20%				
2.1.3	Aligning of sprinkler heads to finish ceiling level	1.00	lot			20%				
2.2	General Cleaning and Hauling of Debris	1.00	lot			20%				
sub-total=										
3	CONCRETING WORKS									
3.1	Formworks	1.00	lot			20%				
3.2	Reinforcing Bars									
3.2.1	Cash vault									
	a. RC Walls	225.37	kg/s			20%				
	b. Columns	229.76	kg/s			20%				
	c. Beams									
	- Top beam	371.03	kg/s			20%				
	- Floor beam	124.13	kg/s			20%				
	d. Slab									
	- 100mm thk. Lightweight concrete	188.63	kg/s			20%				
3.2.2	RC counters									
	a. Kitchen sink	6.28	kg/s			20%				
	b. Lavatory	3.55	kg/s			20%				
3.2.3	RC Teller's platform	106.01	kg/s			20%				
3.2.4	Upstand beams	102.26	kg/s			20%				
3.2.5	Zocalo wall	61.38	kg/s			20%				
3.2.6	Bond beams	131.27	kg/s			20%				
3.2.7	Lintel beams	33.37	kg/s			20%				
3.2.8	Stiffener columns	348.39	kg/s			20%				
3.2.9	Genset concrete pad including grease trap	42.25	kg/s			20%				
3.2.10	Genset bundwall	31.61	kg/s			20%				
3.2.11	The Wires	20.05	kg/s			20%				
3.3	Concrete									
3.3.1	Cash vault									
	a. RC Walls	10.22	cu.m			20%				
	b. Columns	1.35	cu.m			20%				
	c. Beams									
	- Top beam	2.09	cu.m			20%				
	- Floor beam	1.23	cu.m			20%				
	d. Slab									
	- 100mm thk. Lightweight concrete	1.50	cu.m			20%				
3.3.2	RC counters									
	a. Kitchen sink	0.04	cu.m			20%				
	b. Lavatory	0.02	cu.m			20%				
3.3.3	RC Teller's platform	1.10	cu.m			20%				
3.3.4	Upstand beams	0.67	cu.m			20%				
3.3.5	Zocalo Wall	0.35	cu.m			20%				
3.3.6	Bond beams	0.67	cu.m			20%				

FORM 12 (page 2 of 11)

FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
Project Name
MOTOOMULL STREET, GINGOOG CITY
Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM	PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
	3.3.7 Lintel beams	0.23	cu.m				20%				
	3.3.8 Stiffener columns	1.55	cu.m				20%				
	3.3.9 Genset concrete pad including grease trap	0.54	cu.m				20%				
	3.3.10 Genset bundwall	0.20	cu.m				20%				
sub-total=											
4	MASONRY WORKS										
4.1	Concrete Hollow Blocks - Minimum 750 psi (including mortar filling and reinforcing bars)										
4.1.1	100mm thk.										
	a. Office partitions	43.95	sq.m				20%				
	b. Top of cash vault	8.43	sq.m				20%				
4.1.2	150mm thk.										
	a. Perimeter wall	31.46	sq.m				20%				
4.2	25mm Plastering - For All New/Existing 100mm and 150mm CHB Walls - Both Sides										
4.2.1	100mm thk.										
	a. Office partitions	87.89	sq.m				20%				
	b. Top of cash vault	16.87	sq.m				20%				
4.2.2	150mm thk.										
	a. Perimeter wall	67.16	sq.m				20%				
sub-total=											
5	METAL WORKS										
5.1	Miscellaneous Steel Works										
5.1.1	Grille door										
	a. MGD-1 swing	1.00	set				20%				
	Location: Emergency exit door										
	b. MGD-1a sliding	1.00	set				20%				
	Location: Cash vault room										
5.1.2	Vault metal plate										
	- 6mm thk. metal plate on underside of slab	14.95	sq.m				20%				
	- 10mm thk. metal plate on concrete floor	14.95	sq.m				20%				
	Location: Cash vault room										
5.1.3	Security grille										
	a. Vault grille panel	5.56	sq.m				20%				
	Location: Cash vault room										
	b. Fixed grille	57.75	sq.m				20%				
	Location: Branch facade										
	Right side of branch										
5.1.4	Air-Conditioning Unit Platform										
	a. Indoor units	5.00	lm				20%				
	b. Outdoor units	37.60	lm				20%				
5.1.5	Data Server Tray	2.60	lm				20%				
5.2	Dimensions: 722mm (W) x 580mm (D) Genset Housing - All-in	1.00	lot				20%				
	1.5mm thk. 50mm x 50mm tubular bar frame										
	1.2mm thk. 50mm x 50mm tubular bar door frame										
	GA 22 GI Louver door with barrel bolt and foot bolt										
	GA24 Twin Rib-type pre-painted sheet roofing on angular frame with double-faced insulation										
	Grease trap and pipings										
sub-total=											
6	WOOD, PLASTICS, AND COMPOSITES										
6.1	Partitions										
6.1.1	12.5 mm thk. Gypsum board partition on metal studs										
	a. Single wall	47.14	sq.m				20%				
	b. Double wall										
	- Floor to ceiling partition	100.24	sq.m				20%				

FORM 12 (page 3 of 11)

FIT-OUT CONSTRUCTION OF DBP GINGOODG BRANCH
Project Name
MOTOOMULL STREET, GINGOODG CITY
Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
6.2	Architectural Woodworks									
6.2.1	Pantry counter	1.54	lm			20%				
6.2.2	Overhead cabinets									
	a. Vault	3.75	lm			20%				
	b. Pantry	1.54	lm			20%				
	c. Back office	3.12	lm			20%				
6.3	Prefabricated Modules									
6.3.1	Teller counter - high counter inclusive of furnishings (keyboard tray, rubber mat, all acrylic modules forms, picos tray, and grommets)	3.00	set/s			20%				
6.3.2	NAC counter - low counter inclusive of furnishings (CPU holder, keyboard tray, and grommets)	1.00	set/s			20%				
6.3.3	Admin assistant counter - low counter inclusive of furnishings	1.00	set/s			20%				
6.3.4	Guards Podium	1.00	set/s			20%				
6.3.5	Sand box	1.00	set/s			20%				
6.3.6	Forms counter	1.00	set/s			20%				
6.3.7	Server counter	1.00	set/s			20%				
6.3.8	Back/Side cabinet at Branch Head Office	1.00	set/s			20%				
6.3.9	Typing table	1.00	set			20%				
6.3.10	Money counter module	1.00	set			20%				
6.3.11	Poster module inclusive of acrylic	1.00	set			20%				
sub-total=										
7	THERMAL & MOISTURE PROTECTION									
7.1	Waterproofing Works (provide 5 years warranty)									
7.1.1	Cementitious waterproofing	7.43	sq.m			20%				
sub-total=										
8	DOORS AND WINDOWS									
8.1	Wood Door									
8.1.1	WD-1a: 600 mm width	4.00	set			20%				
8.1.2	WD-1b: 700 mm width	1.00	set			20%				
8.1.3	LWD-1: 700 mm width	1.00	set			20%				
8.1.4	SD-1 : 700 mm width	1.00	set			20%				
8.2	Glass Door (inclusive of door locks, patch fittings, and films)									
8.2.1	GD-1: 1800 mm width main door	1.00	set			20%				
8.2.2	GD-2: 900 mm width door	1.00	set			20%				
8.3	Metal Door									
8.3.1	MD-1: 500 mm width fire exit door w/ panic lever & SS cladding	1.00	set			20%				
8.3.2	MD-2: 800 mm width records room	1.00	set			20%				
8.4	Vault Door (inclusive of accessories for vault room)	1.00	set			20%				
8.5	Door Hardware									
8.5.1	Door knob (lever-type, keyed)	5.00	set/s			20%				
8.5.2	Door knob (lever-type, keyless)	1.00	set/s			20%				
8.5.3	Main door mis-lock	1.00	set/s			20%				
8.5.4	Door closer (concealed)	1.00	set/s			20%				
8.5.5	Door closer (pneumatic)	5.00	set/s			20%				
8.5.6	Door stopper (floor mounted)	5.00	set/s			20%				
8.5.7	Stainless steel door hinges (loose pin)	20.00	pc/s			20%				
8.5.8	Stainless steel door hinges (concealed)	4.00	pc/s			20%				
8.5.9	Stainless steel door hinges (double-action)	2.00	pc/s			20%				
8.5.10	Stainless steel patch fitting locks and hinges	3.00	set/s			20%				
8.5.11	Stainless steel door handle - H-type 1500mm long	3.00	pc/s			20%				
8.5.12	Stainless pull handle	1.00	pc/s			20%				
8.5.13	Spring bolt	1.00	set/s			20%				
8.6	Windows, Frames and Glass Panels									
8.6.1	GP-1: 6mm thk clear tempered on 2" x 4" powdered coated white aluminum tubular frame with 8ml clear security film (bomb resistant) Dimensions: 1800mm (L) x 800mm (W) Location: Above main entrance door	1.44	sq. m.			20%				
8.6.2	GP-2a: 12mm thk clear tempered on 2" x 4" powdered coated	6.72	sq. m.			20%				

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FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
 Project Name
 MOTOOMULL STREET, GINGOOG CITY
 Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
	white aluminum tubular frame with 8mil clear security film (bomb resistant) Dimensions: 2 - 2400mm (H) x 1400mm (W) Location: ATM area									
8.6.3	GP-2b: 6mm thk clear tempered on 2" x 4" powdered coated white aluminum tubular frame with 8mil clear security film (bomb resistant) Dimensions: 2 - 600mm (H) x 1400mm (W) Location: ATM area	2.24	sq. m.			20%				
8.6.4	GP-3: 6mm thk clear tempered on 2" x 4" powdered coated white aluminum tubular frame with 8mil clear security film (bomb resistant) Dimensions: 3 - 3000mm (H) x 1010mm (W) 2 - 3000mm (H) x 1225mm (W) Location: Branch façade	16.44	sq. m.			20%				
8.6.5	GP-4: 6mm thk clear tempered on 2" x 4" powdered coated white aluminum tubular frame with 8mil clear security film (bomb resistant) Dimensions: 4 - 3000mm (H) x 1154mm (W) Location: Right side of the branch	15.16	sq. m.			20%				
8.6.6	GP-5: 6mm thk clear tempered on 2" x 4" powdered coated white aluminum tubular frame with 8mil clear security film (bomb resistant) Dimensions: 4 - 3000mm (H) x 1029mm (W) Location: Right side of the branch	13.17	sq. m.			20%				
8.6.7	LGP-6: 12mm thk clear tempered frameless fixed glass panel with frosted film Dimensions: 1500mm (H) x 1210mm (W) 1500mm (H) x 300mm (W) Location: Receiving room	2.27	sq. m.			20%				
8.6.8	HGP-7: 12mm thk clear tempered frameless fixed glass panel with frosted film Dimensions: 2 - 3200mm (H) x 2704mm (W) 3200mm (H) x 400mm (W) Location: Branch head area	9.93	sq. m.			20%				
8.6.9	W-1: 6mm thk frosted tempered on 2" x 4" powdered coated white aluminum tubular frame with 8mil clear security film Dimensions: 4 - 350mm (H) x 500mm (W) Location: Right side of the branch	1.01	sq. m.			20%				
sub-total=										
9	FINISHES									
9.1	Painting Works									
9.1.1	Semi-gloss latex paint finish straight from the can - color: White a. WF-1 & WF-4: Interior paint finish - All wall areas except with tiles, finishes, and claddings	253.32	sq.m			20%				
9.1.2	Semi-gloss latex paint finish straight from the can - color: match to existing b. WF-5: Exterior paint finish	41.75	sq.m			20%				
9.1.3	Flat paint finish - color: white a. C-1: All gypsum board ceiling	170.65	sq.m			20%				
9.1.4	Automotive (duco) paint finish a. Wood door panels and jambs - Door panel - Door jamb	20.19 31.70	sq.m lm			20% 20%				
9.1.5	Gloss enamel paint finish a. Overhead cabinets - Pantry - Vault b. Pantry wood support	12.44 40.96 0.32	sq.m sq.m sq.m			20% 20% 20%				
9.1.6	Enamel paint finish a. Grille door & panels - MGD-1 swing - MGD-1a sliding - Vault grille panel	1.89 1.89 7.99	sq.m sq.m sq.m			20% 20% 20%				

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FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
Project Name
MOTOOMULL STREET, GINGOOG CITY
Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
	- Fixed grille	56.74	sq.m			20%				
	b. Steel door									
	- Door	6.20	sq.m			20%				
	- Jamb	15.90	lm			20%				
9.1.7	Epoxy paint finish:									
	a. Air-conditioning unit platforms	42.60	lm			20%				
	b. Genset steel housing	15.20	sq.m			20%				
9.2	Floor Finish									
9.2.1	FF-1 600mm x 600mm Non-stained polished homogenous tiles - color: white	131.89	sq.m			20%				
9.2.2	FF-2 300mm x 300mm Matte homogenous tiles color: light gray	4.83	sq.m			20%				
9.2.3	FF-3 1200mm x 200mm Matte finish wood plank porcelain floor tiles - color: gray	18.10	sq.m			20%				
9.2.4	FF-4 3mm x 300mm x 300mm Vinyl tiles color: tan	22.08	sq.m			20%				
9.2.5	FF-5 200mm x 200mm Matte tiles - color: white	0.35	sq.m			20%				
9.2.6	FF-6 300mm x 300mm Machuca/decorative tiles	12.96	sq.m			20%				
9.3	Wall Finish									
9.3.1	WF-2 Matte blue sticker with 6mm sintra board dent resistant backing	12.30	sq.m			20%				
9.3.2	WF-3 300mm x 300mm polished homogenous tiles color: beige	26.95	sq.m			20%				
9.3.3	WF-6 Wood plastic composite (WPC) fluted panel color: pine	20.01	sq.m			20%				
	Location: Branch head area, Receiving room									
9.3.4	WF-7 200mm x 200mm White glazed tiles	1.51	sq.m			20%				
	Location: Slop sink									
9.3.5	WF-8 300mm x 300mm Mosaic tiles - color: for approval	9.35	sq.m			20%				
	Location: Common CR, female CR, urinal									
9.4	Ceiling Finishes / Ceiling Works									
9.4.1	C-1 10mm thk Gypsum board ceiling on metal furring	143.55	sq.m			20%				
9.4.2	C-2 1200mm x 600mm x 10mm thk acoustic board on baked white t-runners w/ 10mm dia. hanger rods	49.21	sq.m			20%				
9.4.3	C-3 WPC fluted panel cladding on metal furring system color: pine	27.00	sq.m			20%				
9.5	Other Finishes									
9.5.1	20mm thk China granite finish color: white									
	a. Lavatory	0.94	sq.m			20%				
	k. Kitchen sink countertop	1.20	sq.m			20%				
9.6	Finishing Accessories									
9.6.1	Stainless steel tile trim	1.70	lm			20%				
	Location: Branch head area, Receiving room, Banking Hall									
sub-total=										
10	SPECIALTIES									
10.1	Signages/Poster Holders									
10.1.1	Flag type signage inclusive of pole & footing	1.00	lot			20%				
10.1.2	Horizontal signage (front facade only)	25.75	sq.m			20%				
10.1.3	Tellers backwall logo w/ DBP sign & wordings	1.00	set			20%				
10.1.4	Bank decals / Interior signages									
	a. Main glass door decals	1.00	set			20%				
	b. Acrylic signage									
	- Fire Extinguisher	1.00	set			20%				
	- Open/Closed	1.00	set			20%				
	- Teller's Number	1.00	set			20%				
	- Restroom	1.00	set			20%				
	- Emergency Exit	1.00	set			20%				
	- Authorized Personnel Only	1.00	set			20%				
	- Evacuation Plan	1.00	set			20%				
	a. Signage in acrylic decal holder									
	- Clearing Cut-off Time	1.00	set			20%				
	- Please Count Your Money	1.00	set			20%				
	- Priority Lane	1.00	set			20%				
	- Date board	1.00	set			20%				
	- Public Assistance	1.00	set			20%				
10.1.5	ATM glass sticker with decals (design to be provided by DBP)	89.66	sq.ft			20%				
	Location: ATM area									
10.1.6	ATM ACP enclosures	1.00	set			20%				
10.1.7	Sintra board signage									

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FIT-OUT CONSTRUCTION OF DBP GINGOODG BRANCH
Project Name
MOTOOMULL STREET, GINGOODG CITY
Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP		TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	PROFIT					
	a. Temporary Unavailable	1.00	set				20%				
10.1.6	Poster holders										
	a. DBP Mission-Vision	1.00	set				20%				
	b. DBP Environmental Policy Statement	1.00	set				20%				
	c. DBP Quality Policy	1.00	set				20%				
	d. DBP Family Credo	1.00	set				20%				
sub-total=											
11	FURNISHING										
11.1	Office Furniture										
11.1.1	Double Door Cash Safe	1.00	set				8%				
11.1.2	Signature card	1.00	set				8%				
11.1.3	Steel shelves	12.00	set				8%				
11.1.4	Lateral filing drawers (3 layer)	5.00	sets				8%				
11.1.5	Steel lockers color: light gray										
	a. Teller's locker 12 doors	1.00	set				8%				
11.1.6	Mobile pedestal	5.00	sets				8%				
11.1.7	Single modular workstation (R&F)	3.00	sets				8%				
11.1.8	L-type modular workstation (R&F)	2.00	sets				8%				
11.1.9	Table with modesty panel (Head)	1.00	sets				8%				
11.1.10	Receiving pod (set of booth seating and table)	1.00	sets				8%				
	Location: Receiving Area										
11.2	Seating										
11.2.1	Gang chair (3 seater)	12.00	sets				8%				
11.2.2	High back chair (head)	1.00	sets				8%				
11.2.3	Mid back chair with arm rest (Junior Officer)	2.00	sets				8%				
11.2.4	Pantry chair	3.00	sets				8%				
11.2.5	Staff chair (R&F)	5.00	sets				8%				
11.2.6	Teller's chair (R&F)	3.00	sets				8%				
11.2.7	Visitor's chair	4.00	sets				8%				
11.3	Other Furnishings										
11.3.1	Wooden pole with base inclusive of flag	2.00	set				8%				
11.3.2	Window blinds color: beige										
	a. Roll-up blinds	621.60	sq.ft.				8%				
	Location: Branch façade, windows										
11.3.3	Fire protection										
	a. Fire extinguisher 10lbs - ABC fire extinguisher (HFC-236fa)	5.00	set				8%				
11.3.4	Calendar clock	1.00	set				8%				
11.3.5	TV bracket	1.00	set				8%				
11.3.6	Digital printing on canvass w/ wooden frame and plywood backing	1.00	lot				8%				
11.3.7	Facial vanity mirror at toilet-frameless with synthetic ledge and accessories	1.00	set				8%				
	Location: Lavatory										
11.3.8	Synthetic ledge and accessories	4.00	set				8%				
	Location: Common and female comfort rooms, Urinal, Common Lavatory										
11.3.9	Floor recessed mats	2.00	set				8%				
	Location: Common and female comfort rooms										
sub-total=											
12	PLUMBING WORKS										
12.1	Roughing-ins:										
12.1.1	Waste line system inclusive of fittings & accessories										
	a. 4" Ø PVC soil pipes (3m/night)	5.00	lgths				20%				
	b. 2" Ø PVC waste pipes (3m/night)	4.00	lgths				20%				

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FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
Project Name
MOTOOMULL STREET, GINGOOG CITY
Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
	c. Fittings and accessories (wye, 45 elbow, 90 elbow, p-trap, tee, floor cleanout, coupling, etc.)	1.00	lot			20%				
	d. Consumables	1.00	lot			20%				
12.1.2	Vent line system inclusive of fittings & accessories					8%				
	a. 2" Ø PVC vent pipes (3m/1gth)	18.00	lgths			20%				
	b. Stainless steel dome type wall vent	2.00	set			20%				
	c. Fittings and accessories (90 elbow, tee, coupling, etc.)	1.00	lot			20%				
	d. Consumables	1.00	lot			8%				
12.1.3	Water line system inclusive of fittings & accessories									
	a. 20 mm Ø PPR pipes (4m/1gth)	5.00	lgths			20%				
	b. Fittings and accessories (valves, tee, elbow, coupling, pipe union, stainless flexible hose, etc.)	1.00	lot			20%				
	c. Consumables	1.00	lot			8%				
12.2	Plumbing Fixtures									
12.2.1	Kitchen sink (stainless, above-counter type including p-trap and other accessories)	1.00	set			20%				
12.2.2	Above-counter faucet (stainless, lever handle, gooseneck spout)	1.00	set			20%				
12.2.3	Grease trap (stainless steel finish)	1.00	set			20%				
12.2.4	Water closet (tank type, lever type) including other accessories	2.00	set			20%				
12.2.5	Urinal (push-button type) including other accessories	1.00	set			20%				
12.2.6	Lavatory (wall-mounted type) including p-trap and other accessories	1.00	set			20%				
12.2.7	Above-counter faucet (stainless, lever handle, standard spout)	2.00	set			20%				
12.2.8	Tissue holder (wall mounted, stainless steel finish)	2.00	set			20%				
12.2.9	Clothes hook (single, stainless steel finish)	2.00	set			20%				
12.2.10	Hygienic spray / bidet (stainless steel finish)	2.00	set			20%				
12.2.11	Floor drain with strainer (stainless steel finish)	6.00	set			20%				
sub-total=										
13.0	HVAC									
13.1	Packaged HVAC Systems									
13.1.1	1.0 HP single phase inverter split type air-conditioning system (wall mounted)	3.00	set/s			20%				
13.1.2	1.5 HP single phase inverter split type air-conditioning system (wall mounted)	1.00	set/s			20%				
13.1.3	2.0 HP single phase inverter split type air-conditioning system (wall mounted)	2.00	set/s			20%				
13.1.4	3.0 TR single phase inverter split type air-conditioning system (free standing)	2.00	set/s			20%				
13.2	Ventilation Systems									
13.2.1	Exhaust fan (ceiling mounted)	3.00	set/s			20%				
13.2.2	Electric fan (ceiling mounted, orbital type)	5.00	set/s			20%				
13.3	Exhaust Piping and Vents									
13.3.1	150mmØ flexible duct (exhaust)	10.00	lm			20%				
13.3.2	Dome Type exhaust air grille	3.00	pc/s			20%				
13.3.3	6.35mmØ copper refrigerant pipe	85.00	lm			20%				
13.3.4	9.52mmØ copper refrigerant pipe	90.00	lm			20%				
13.3.5	12.70mmØ copper refrigerant pipe	45.00	lm			20%				
13.3.6	15.87mmØ copper refrigerant pipe	50.00	lm			20%				
13.3.7	Rubber insulation (1/2" thick)	175.00	lm			20%				
13.3.8	Rubber insulation (3/4" thick)	95.00	lm			20%				
13.3.9	20mmØ PVC drain pipe (3m/pc)	40.00	pc/s			20%				
13.4	Other Accessories									
13.4.1	Hangers and support	1.00	lot			20%				
13.4.2	Consumables (torch, tagging, tape, PVC cement, & accessories)	1.00	lot			8%				
13.4.3	Testing and commissioning	1.00	lot			20%				
sub-total =										

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FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
Project Name
MOTOOMULL STREET, GINGOOG CITY
Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
14.0	ELECTRICAL WORKS									
14.1	Transformer and Accessories: Pole mounted distribution transformer for the total load requirement = 34.82KVA, Actual no.s. and rating of transformer will be based on final recommendation of Electric Cooperative (Inclusive of mounting accessories, Primary and Secondary wiring, and all necessary components for the transformer to function properly).	1.00	lot			20%				
14.2	Unitized Cabinet/Panel Board (powder coated beige):									
14.2.1	Panel "MDP" Enclosure: GA #16 G.I. sheet, NEMA3R Main: 225AT/250AF, 2P, MCCB Branch: 2-60AT, 2P, MCCB; 1-150AT, 2P, MCCB, 1-100AF, 2P busbar with lugs With busbar & grounding busbar rated 250 amperes	1.00	lot			20%				
14.2.2	Panel "ATS" Enclosure: GA #16 G.I. sheet, NEMA3R Main: 250AT/250AF, 2P, (ATS), with programmable digital controller Branch: 1-250A, 2P (lugs only) With busbar & grounding busbar rated 250 amperes	1.00	lot			20%				
14.2.3	Unitized Cabinet (for electrical panel and phenolic boards) Enclosure: GA #16 G.I. sheet, NEMA1 with concrete base	1.00	lot			20%				
14.2.4	Panel "LP" Enclosure: GA #16 G.I. sheet, NEMA1 Main: 60AT/100AF, 2P, MCCB Branch: 11-20AT, 2P, MCCB; 1-30AT, 2P, MCCB; With busbar & grounding busbar rated 100 amperes	1.00	lot			20%				
14.2.5	Panel "PP" Enclosure: GA #16 G.I. sheet, NEMA1 Main: 60AT/100AF, 2P, MCCB Branch: 12-20AT, 2P, MCCB; With busbar & grounding busbar rated 100 amperes	1.00	lot			20%				
14.2.6	Panel "PPAC" Enclosure: GA #16 G.I. sheet, NEMA1 Main: 150AT/200AF, 2P, MCCB Branch: 8-30AT, 2P, MCCB; 2-40AT, 2P, MCCB; With busbar & grounding busbar rated 200 amperes	1.00	lot			20%				
14.2.7	ECB Enclosure: GA #16 G.I. sheet, NEMA-3R Main: 225AT/250AF, 2P, MCCB With busbar & grounding busbar rated 250 amperes	1.00	sets			20%				
14.2.8	TTC phenolic backboard	1.00	lot			20%				
14.2.9	PA5X phenolic backboard	1.00	lot			20%				
14.2.10	Timer switches phenolic backboard	1.00	lot			20%				
14.2.11	Transient Voltage Surge Suppressor (TVSS) with NEMA enclosure	1.00	lot			20%				
14.3	Enclosed Circuit Breakers in NEMA3R Enclosure - (ACCU)									
14.3.1	30AT/100AF, 2-Pole, MCCB in NEMA3R	6.00	sets			20%				
14.3.2	40AT/100AF, 2-Pole, MCCB in NEMA3R	2.00	sets			20%				
14.4	Electric meter in NEMA3R Enclosure									
14.4.1	KWH meter (Single phase) with ERC sealed and meter base	1.00	sets			20%				
14.4.2	2-200/5A class 0.5-1, 400V (current transformer) in NEMA 3R Enclosure	1.00	sets			20%				
14.5	Lighting Fixtures									
14.5.1	Battery pack for lighting fixture with 120min. emergency time	16.00	sets			20%				
14.5.2	LED exit sign with white acrylic housing	2.00	sets			20%				
14.5.3	1-15W 1200mm TS LED batten (warm white)	14.00	sets			20%				
14.5.4	2-15W 1200mm TS LED tube (daylight) on 600mm x 1200mm mirrored lighting fixture (recessed mounted)	11.00	sets			20%				
14.5.5	1-15W E-27 LED bulb (cool white) in 6"x6" dia. w/ silver reflector E-27 socket lighting fixture (recessed mounted)	20.00	sets			20%				
14.5.6	1-15W E-27 LED bulb (cool white) in 6" dia w/ silver reflector E-27 socket lighting fixture (recessed mounted)	48.00	sets			20%				
14.5.7	1-15W E-27 LED bulb (daylight) in 6" dia w/ silver reflector E-27 socket lighting fixture (recessed mounted)	19.00	sets			20%				
14.5.8	LED Strip Light (warm white)	1.00	lot			20%				
14.6	Wires and Cables									

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FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
Project Name
MOTOOMULL STREET, GINGOOG CITY
Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
14.6.1	3.5mm ² 3C Royal cord wire	100.00	m			20%				
14.6.2	5.5mm ² 3C Royal cord wire	25.00	m			20%				
14.6.3	3.5mm ² THHN stranded (150m/roll)	14.00	roll/s			20%				
14.6.4	5.5mm ² THHN stranded (150m/roll)	3.00	roll/s			20%				
14.6.5	8.0mm ² THHN stranded	85.00	m			20%				
14.6.6	14mm ² THHN stranded	50.00	m			20%				
14.6.7	30mm ² THHN stranded	150.00	m			20%				
14.6.8	50mm ² THHN stranded	20.00	m			20%				
14.6.9	100mm ² THHN stranded	300.00	m			20%				
14.7	Conduits and Fittings									
14.7.1	50mm dia RSC pipe (3m/pc) with adapter and locknut	50.00	set/s			20%				
14.7.2	50mm dia RSC elbow	10.00	pc/s			20%				
14.7.3	50mm dia RSC coupling	50.00	pc/s			20%				
14.7.4	25mm dia PVC pipe (3m/pc) with adapter and locknut	55.00	set/s			20%				
14.7.5	20mm dia PVC pipe (3m/pc) with adapter and locknut	215.00	pc/s			20%				
14.7.6	20mm dia flexible PVC pipe (50m/roll)	4.00	roll/s			20%				
14.7.7	20mmØ straight connector	125.00	pc/s			20%				
14.7.8	20mmØ angle connector	125.00	pc/s			20%				
14.8	Boxes									
14.8.1	Pullbox (GA#16)	4.00	set/s			20%				
14.8.2	Junction box with cover (PVC)	140.00	set/s			20%				
14.8.3	Utility box (PVC)	70.00	set/s			20%				
14.9	Switches and Outlets									
14.9.1	1-gang switch with plate (16A)	6.00	set/s			20%				
14.9.2	2-gang switch with plate (16A)	3.00	set/s			20%				
14.9.3	3-gang switch with plate (16A)	5.00	set/s			20%				
14.9.4	16A, 230V, 3-pin duplex universal outlet with ground (wall mounted)	36.00	set/s			20%				
14.9.5	16A, 230V, 3-pin duplex universal outlet with ground (Pop-up)	4.00	set/s			20%				
14.9.6	3prong twistlock outlet with plug (20A)	1.00	set/s			20%				
14.9.7	24 hour timer switch	4.00	set/s			20%				
14.9.8	Magnetic contactor	4.00	set/s			20%				
14.10	Other Accessories									
14.10.1	50mm dia service entrance cap	1.00	set/s			20%				
14.10.2	Grounding rod (3/4" x 3m)	1.00	pc/s			20%				
14.10.3	Grounding clamp	1.00	pc/s			20%				
14.10.4	Hanger and support	1.00	lot			20%				
14.10.5	Consumables (permanent tagging, tape, PVC cement, & accessories)	1.00	lot			8%				
14.11	Other item of work necessary to complete the intent of the plan and specs:									
14.11.1	Concrete/steel pole or transformer pad	1.00	lot			20%				
14.11.2	Panelboard tagging (laminated)	1.00	lot			20%				
14.11.3	Testing and Commissioning	1.00	lot			20%				
							sub-total =		-	
15.0	POWER GENERATING EQUIPMENT									
15.1	Generator									
15.1.1	50kVA 60hz 230V single phase generator set (outdoor type)	1.00	set/s			20%				
15.2	Uninterruptible Power Supply									
15.2.1	1kVA 60hz 230V single phase UPS	12.00	set/s			20%				
15.2.2	3kVA 60hz 230V single phase UPS	1.00	set/s			20%				
							sub-total =			
16.0	DATA COMMUNICATIONS									
16.1	Network System									
16.1.1	Data terminal cabinet (960mm H x 550mm W x 580mm D)	1.00	lot			20%				
16.1.2	Horizontal cable manager	1.00	set/s			20%				
16.1.3	Rack shelves	1.00	set/s			20%				
16.1.4	Powerstrip 6-convenience outlet for data cabinet	2.00	set/s			20%				
16.1.5	24 port patch panel	2.00	set/s			20%				
16.1.6	48-port manageable LAN switch	1.00	set/s			20%				
16.2	Telephone System									
16.2.1	Telephone terminal cabinet	1.00	lot			20%				
16.2.2	Service telephone terminal cabinet with grilles and padlock	1.00	lot			20%				
16.2.3	Private Automatic Branch Exchange (PABX)	1.00	lot			20%				
16.2.4	Krone module/10 pairs	24.00	set/s			20%				
16.2.5	S-way back mounting frame	6.00	set/s			20%				
16.3	Wires and Cables									

FORM 12 (page 10 of 11)

FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
Project Name
MOTOOMULL STREET, GINGOOG CITY
Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
	16.3.1 Cat5 UTP cable 4 pairs (305m/box)	8.00	boxes			20%				
	16.3.2 Cat5 slim-line UTP patch cord 4 pairs (1 meter)	40.00	set/s			20%				
	16.3.3 Cat5 UTP patch cord 4 pairs (3 meters)	40.00	set/s			20%				
	16.3.4 Cat5 UTP cable 25 pairs	50.00	lm			20%				
	16.3.5 5.5mm sq. THHN stranded (150m/roll)	1.00	roll/s			20%				
16.4	Conduits and Fittings									
	16.4.1 40mm dia PVC pipe (3m/pc) with adapter and locknut	5.00	set/s			20%				
	16.4.2 32mm dia PVC pipe (3m/pc) with adapter and locknut	15.00	set/s			20%				
	16.4.3 25mm dia PVC pipe (3m/pc) with adapter and locknut	100.00	set/s			20%				
	16.4.4 20mm dia PVC pipe (3m/pc) with adapter and locknut	120.00	set/s			20%				
16.5	Boxes									
	16.5.1 Pullbox (GA#16)	2.00	set/s			20%				
	16.5.2 Junction box with cover (PVC)	25.00	set/s			20%				
	16.5.3 Utility box (PVC)	80.00	set/s			20%				
16.6	Switches and Outlets									
	16.6.1 Duplex data port pop-up outlet (RJ45)	2.00	set/s			20%				
	16.6.2 Duplex voice port pop-up outlet (RJ11)	2.00	set/s			20%				
	16.6.3 Duplex data port outlet (RJ45)	17.00	set/s			20%				
	16.6.4 Duplex voice port outlet (RJ11)	17.00	set/s			20%				
16.7	Other Accessories									
	16.7.1 40mm dia service entrance cap	1.00	pc/s			20%				
	16.7.2 32mm dia service entrance cap	2.00	pc/s			20%				
	16.7.3 Grounding rod (3/4" x 3m)	1.00	pc/s			20%				
	16.7.4 Grounding clamp	1.00	pc/s			20%				
	16.7.5 Hanger and support	1.00	lot			20%				
	16.7.6 Consumables (tape, PVC cement, & accessories)	1.00	lot			8%				
							sub-total =			
17.0	ELECTRONIC SECURITY SYSTEM									
17.1	Burglar Alarm System									
	17.1.1 Burglar alarm control panel	1.00	set/s			20%				
	17.1.2 Auto dialer for burglar alarm	1.00	set/s			20%				
	17.1.3 Siren with strobelights	1.00	set/s			20%				
	17.1.4 Magnetic door contact	7.00	pc/s			20%				
	17.1.5 Hold-up buttons	14.00	set/s			20%				
	17.1.6 Foot rail switches	3.00	set/s			20%				
	17.1.7 Money clip	3.00	pc/s			20%				
	17.1.8 Vibration contact	14.00	set/s			20%				
	17.1.9 Silent signaling device (LED indicator)	1.00	pc/s			20%				
	17.1.10 Buzzer with emergency button	2.00	set/s			20%				
	17.1.11 Motion detection light	1.00	set/s			20%				
17.2	Biometrics Access System									
	17.2.1 BAS Computer	1.00	set/s			20%				
	17.2.2 UPS 625VA	1.00	set/s			20%				
	17.2.3 Fingerprint and proximity reader	1.00	set/s			20%				
	17.2.4 12V/3A power supply with back-up battery	1.00	set/s			20%				
	17.2.5 Single door magnetic lock	1.00	set/s			20%				
	17.2.6 Exit button	1.00	set/s			20%				
17.3	CCTV surveillance system									
	17.3.2 32 channel network video recorder with 4nos 5TB Internal hard drive	1.00	set/s			20%				
	17.3.3 POE Switch	1.00	set/s			20%				
	17.3.4 32 channel 32" monitor	1.00	set/s			20%				
	17.3.5 5MP CCTV camera (bullet type)	5.00	set/s			20%				
	17.3.6 5MP CCTV camera (dome type)	16.00	set/s			20%				
	17.3.7 9U CCTV Cabinet (Wall Mounted)	1.00	set/s			20%				
17.4	Wires and Cables									
	17.4.1 Cat5e UTP cable 4 pairs (305m/box)	2.00	boxes			20%				
	17.4.2 #22 2C AWG stranded TFF wire	360.00	m			20%				
	17.4.3 #12 AWG stranded THHN wire	40.00	m			20%				
	17.4.4 RS232 Cable	5.00	m			20%				
17.5	Conduits and Fittings									
	17.5.1 25mm dia PVC pipe (3m/pc) with adapter and locknut	210.00	set/s			20%				
	17.5.2 20mm dia flexible PVC pipe (50m/roll)	1.00	roll/s			20%				
	17.5.3 20mm dia straight connector	60.00	pc/s			20%				
	17.5.4 20mm dia angle connector	60.00	pc/s			20%				
17.6	Boxes									

FORM 12 (page 11 of 11)

FIT-OUT CONSTRUCTION OF DBP GINGOOG BRANCH
 Project Name
MOTOOMULL STREET, GINGOOG CITY
 Project Location

DIV.	DESCRIPTION	QTY.	UNIT	ESTIMATED DIRECT COST	MARK-UP OCM	PROFIT	TOTAL MARK-UP % VALUE	VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
	17.6.1 Pullbox (GA#16)	3.00	set/s				20%				
	17.6.2 Junction box with cover (PVC)	60.00	set/s				20%				
	17.6.3 Utility box (PVC)	40.00	set/s				20%				
17.7	Other Accessories										
	17.7.1 Hanger and support	1.00	lot				20%				
	17.7.2 Consumables (tape, PVC cement, & accessories)	1.00	lot				6%				
	17.7.3 Mounting termination, testing, commissioning and programming	1.00	lot				20%				
sub-total =											
18.0	FIRE DETECTION ALARM SYSTEM										
18.1	Fire Detection Alarm System and Accessories										
	18.1.1 Fire alarm control panel (FACP)	1.00	set/s				20%				
	18.1.2 Auto dialer for fire alarm	1.00	set/s				20%				
	18.1.3 Smoke detector (addressable)	15.00	set/s				20%				
	18.1.4 Heat detector (addressable)	1.00	set/s				20%				
	18.1.5 Manual call point with sounder strobe	2.00	set/s				20%				
18.2	Wires and Cables										
	18.2.1 Cat5e UTP cable 4 pairs (305m/box)	1.00	boxes				20%				
	18.2.2 #16 2C AWG stranded TF wire	160.00	m				20%				
18.3	Conduits and Fittings										
	18.3.1 25mm dia PVC pipe (3m/pc) with adapter and locknut	60.00	set/s				20%				
	18.3.2 20mm dia flexible PVC pipe (50m/roll)	1.00	roll/s				20%				
	18.3.3 20mm dia straight connector	35.00	pc/s				20%				
	18.3.4 20mm dia angle connector	35.00	pc/s				20%				
18.4	Boxes										
	18.4.1 Junction box with cover (PVC)	70.00	set/s				20%				
	18.4.2 Utility box (PVC)	5.00	set/s				20%				
18.5	Other Accessories										
	18.5.1 Hanger and support	1.00	lot				20%				
	18.5.2 Consumables (tape, PVC cement, & accessories)	1.00	lot				6%				
	18.5.3 Mounting termination, testing, commissioning and programming	1.00	lot				20%				
sub-total =											
TOTAL =											

**FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. I-2025-05**

CASH FLOW BY QUARTER AND PAYMENT SCHEDULE

PARTICULAR	% WT.	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
ACCOMPLISHMENT					
CASH FLOW					
CUMULATIVE ACCOMPLISHMENT					
CUMULATIVE CASH FLOW					

Name and Signature of Representative

Name of Company (Bidder)

Position

Address

Contact Numbers

Date Signed

Section XI. Post-Qualification Transmittal Form

POST-QUALIFICATION TRANSMITTAL FORM

FIT-OUT CONSTRUCTION OF THE GINGOOG BRANCH OF THE DEVELOPMENT BANK OF THE PHILIPPINES Bid Reference No. I-2025-05

Note: For the LOWEST/SINGLE CALCULATED BID (LCB/SCB), please fill-out and submit together with the Post-Qualification Requirements

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT

Received:

Name of Bidder: _____
Complete Address: _____
Submitted by: _____
Landline: _____ Email: _____

Within five (5) calendar days from the notice that the bidder is the **Lowest or Single Calculated Bid (LCB/SCB)**, the bidder shall submit two (2) sets of the following documentary requirements (which the bidder may also opt to submit on the date of opening of proposals; please bring ORIGINAL documents for verification):

- i. Latest Annual Income Tax Returns (i.e. 1701); and
- ii. Latest Business Tax Returns: VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) for the six (6) months period preceding the submission and opening of bids with proof of payment (any one of the following):
 - a. Electronic Filing and Payment System (EFPS) confirmation receipt
 - b. Bank-issued payment confirmation receipt
 - c. BIR payment confirmation receipts/status
- iii. Copies of the following documents:
 - a. DTI or SEC Certificate of Registration (including the names of company's controlling stockholders, directors, board members and officers);
 - b. Valid/current Business/Mayor's Permit; and
 - c. Valid/current Tax Clearance issued by the BIR for bidding purposes.
- iv. Copies of Notice of Award (NOA), contract, Notice to Proceed (NTP), or equivalent documents relative to the listed ongoing projects/contracts.
- v. Duly signed Letter of Authorization stating that the bidder is authorizing the Development Bank of the Philippines (DBP) to conduct credit/background investigation as part of the Post-Qualification process, in relation to the project being bid. (*Template hereto attached*)
- vi. Other documents as may be listed in the Technical Specifications/Terms of Reference/Scope of Works.

Note: Failure to submit the above requirements on time or a finding against the veracity of such shall be grounds for the forfeiture of the bid security and disqualify the bidder for award.

LETTER OF AUTHORIZATION

[shall be submitted during post-qualification process or upon receipt of the Notice of Single/Lowest Calculated Bid]

(use Bidder's Official Letterhead)

Date:

To: **THE CHAIRPERSON, BIDS AND AWARDS COMMITTEE (BAC)**
Development Bank of the Philippines (DBP)
Sen. Gil Puyat Ave., cor. Makati Ave., Makati City
1200 Philippines

Gentlemen:

This is to authorize the Development Bank of the Philippines (DBP) and its authorized representatives, to conduct the validation/verification of the following documents as part of post qualification relative to our bid for the (state Title of the Bid Project) under (state Bid Reference Number):

1. Certificate of PhilGEPS Registration (Platinum Membership)
2. SEC or DTI Certificate of Registration (as applicable)
3. Current/Valid Business/Mayor's Permit
4. Current/Valid Tax Clearance
5. Current Audited Financial Statements
6. Current/Valid PCAB License (only applicable for Infrastructure projects)
7. Completed Contract/s

Thank you.

Very truly yours,

Name and Signature of the Authorized Representative

Section XII. Performance Securing
Declaration Form

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____, *[date issued]*, *[place issued]*

IBP No. _____, *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Section XIII. Template for Contract

Contract Agreement Form for the Procurement of Infrastructure Projects (Revised)

[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

Contract Agreement Form

For the Fit-out Construction of DBP Tabuk Branch including Temporary Office

THIS AGREEMENT made this ____ day of _____ 2024 between:

The **DEVELOPMENT BANK OF THE PHILIPPINES**, a government financial institution created and operating pursuant to Executive Order No. 81, as amended by Republic Act No. 8523 dated February 14, 1998, with principal office address at Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City, Philippines, represented in this act by its OIC-Corporate Services Sector, SVP Ronaldo U. Tepora, hereinafter referred to as the "Procuring Entity";

-and-

_____, of legal age, (status), Filipino, doing business under the trade name and style of _____, a (business ownership) duly organized and existing under and by virtue of the laws of the Philippines, with _____ principal _____ office _____ address _____ at _____, represented in this act by its _____, hereinafter referred to as the "Contractor";

(each, a "Party" and collectively, the "Parties").

WHEREAS the Procuring Entity invited Bids for the execution and completion of such works, viz., **Fit-out Construction of DBP Tabuk Branch including Temporary Office** ("Works") and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of _____ [Php _____] inclusive of all applicable taxes and fees, hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) General and Special Conditions of Contract;
 - (b) Drawings/Plans;
 - (c) Scope of Works and Specifications;
 - (d) Terms of References;
 - (e) Invitation to Bid;
 - (f) Instructions to Bidders;
 - (g) Bid Data Sheet;
 - (h) Addenda and/or Supplemental/Bid Bulletins, if any;

Contract Agreement Form

For the Fit-out Construction of DBP Tabuk Branch including Temporary Office

- (i) Financial Bid Form and Bill of Quantities with Detailed Estimates and Payment Schedule, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - (j) Eligibility requirements, documents and/or statements;
 - (k) Performance Security;
 - (l) Notice of Award of Contract and the Bidder's conforme thereto;
 - (m) Other contract documents that may be required by existing laws and/or required by and duly submitted to the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.
4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.
5. The Parties acknowledge that this Agreement is still subject to the review/clearance of the Office of the Government Corporate Counsel (OGCC). Accordingly, the Parties agree to supplement/amend/restate this Agreement and incorporate the additional comments/revisions which the OGCC may impose in its review/clearance Memorandum, with effect from the date of signing hereof.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

DEVELOPMENT BANK OF THE PHILIPPINES _____

By:

By:

SVP RONALDO U. TEPORA

OIC, Corporate Services Sector

Signed in the Presence of:

FVP MARIE CIELO T. VERAN

OIC, Construction & Facilities Mgt. Dept.

Witness

Contract Agreement Form
For the Fit-out Construction of DBP Tabuk Branch including Temporary Office

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
City of _____) SS.

At the place above indicated on this _____, personally appeared:

Name	Competent Evidence of Identity	Date / Place of Issue
Development Bank of the Philippines (DBP) By: RONALDO U. TEPORA OIC, Corporate Services Sector Head of the Procuring Entity		

known to me to be the same persons who executed the foregoing instrument and acknowledgement to me that the same is their free and voluntary act and deed of the corporation herein represented and that they are duly authorized to sign the same.

This instrument is a Contract Agreement Form consisting of _____ (4) pages, including this page, with each and every page duly signed by the Parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND OFFICIAL SEAL, at the place and on the day, month, and year first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2024.

Witness

MARIE CIELO T. VERAN
Witness

by: Contractor

DBP, by: RONALDO U. TEPORA
Procuring Entity

Contract Agreement Form
For the Fit-out Construction of DBP Tabuk Branch including Temporary Office

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
City of _____) SS.

At the place above indicated on this _____, personally appeared:

Name	Competent Evidence of Identity	Date / Place of Issue
By: _____		
Authorized Representative		

known to me to be the same persons who executed the foregoing instrument and acknowledgement to me that the same is their free and voluntary act and deed of the corporation herein represented and that they are duly authorized to sign the same.

This instrument is a Contract Agreement Form consisting of _____ (4) pages, including this page, with each and every page duly signed by the Parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND OFFICIAL SEAL, at the place and on the day, month, and year first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2024.

Witness

MARIE CIELO T. VERAN,
Witness

by: _____ Contractor

DBP, by: RONALDO U. TEPORA
Procuring Entity

