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DEVELOPMENT BANK OF THE PHILIPPINES

PROPOSED WORKSTATION LAYOUT AT DBP DAVAO LENDING CENTER

LOCATION: DBP BLDG. C, M. RECTO AVE. BARANGAY
3RD, DAVAO CITY

DESIGNED BY: JAY N. ORLETA
ASST. TEAM LEAD, IDIN TEAMWORK
PER OFF. E ORDER NO. 245 DATED JULY 14, 2025

SUP. ENG. R. VALINO
E. PROJECT AND CONTRACTS MANAGEMENT UNIT
PER OFFICE ORDER NO. 223 DATED JULY 14, 2025

BAUP. L. SERRATO, AN. J. COA, B. BERNARDO
OIC. C. STRUCTURE & FACILITIES MGT. DEPT.
PER SECTOR ORDER NO. 533 DATED AUGUST 26, 2025

DATA COM SYSTEM LAYOUT

DATE SUBMITTED: 09/02/2025
DATE REVIEWED:

ECE
1
ECE 1 OF 1

PROJECT TITLE:

REVIEWED BY:

RECOMMENDED BY:

APPROVED BY:

SHEET CONTENTS:

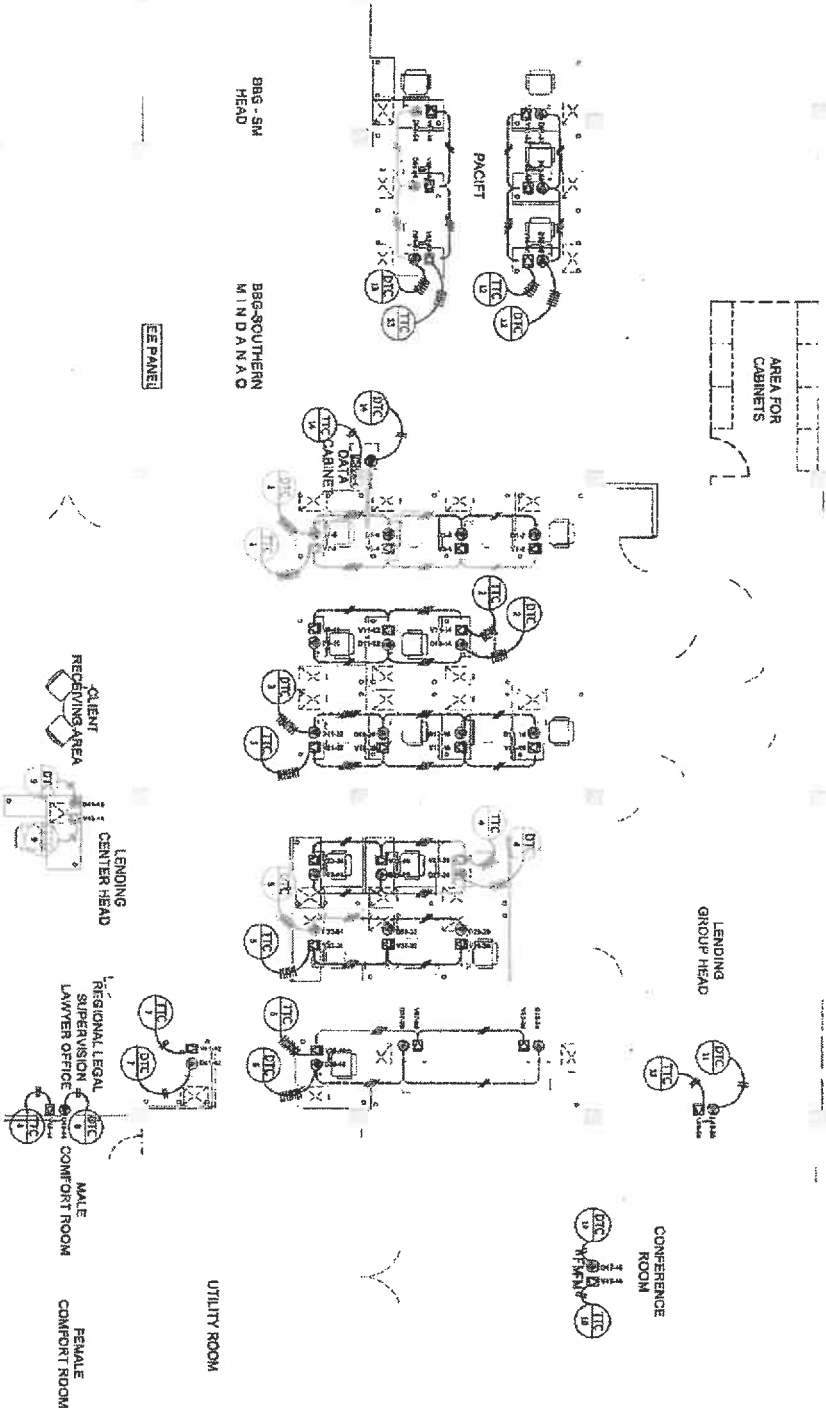
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SHEET NO.:

1 DATA COM SYSTEM LAYOUT ECE-1 SCALE 1:150 METERS

LEGEND:

- DUPLEX TELEPHONE OUTLET WITH 2 RJ-45 TYPE 8 CONDUCTOR 8-POSITION PLUG FOR CAT5E UTP CABLE
- DUPLEX INFORMATION OUTLET WITH 2 RJ-45 TYPE 8 CONDUCTOR 8-POSITION PLUG FOR CAT5E UTP CABLE
- CONCEALED CIRCUITS RUNS EACH SLASH INDICATES 1-DASH RUN OF 4 PAIRS CAT5 UTP CABLE
- FM FLOOR MOUNTED POP-UP OUTLET





PROJECT: SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR WORKSTATIONS WITH ELECTRICAL AND VOICE/DATA INTEGRATION AT DBP DAVAO LENDING CENTER
LOCATION: 2ND FLOOR DBP BUILDING, C.M. RECTO AVE., DAVAO CITY
SUBJECT: SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The project involves the supply, delivery, and installation of modular workstations to replace the existing wooden tables at DBP Davao Lending Center office. The scope includes integration of electrical outlets, voice and data cabling.

I. APPROVED BUDGET FOR THE CONTRACT: ONE MILLION ONE HUNDRED FORTY-FIVE THOUSAND SEVEN HUNDRED THIRTY PESOS AND 32/100 (P1,145,730.32) INCLUSIVE OF VAT/APPLICABLE TAXES.

II. SCOPE OF WORKS:

A. Site Assessment and Planning

- The Supplier shall conduct a pre-installation site inspection to validate layout.

B. Installation Works

- Remove existing wooden tables with care to preserve existing electrical and data lines.
- Installation of modular workstations with laminated surface, integrated cable tray, partition panels (as per approved plan)
- Alignment, leveling, and adjustment of all components
- Coordinate with DBP IT and facilities team for electrical and data integration.

C. Electrical Works

- Tap into existing outlets and install electrical outlets within workstations
3.5mm² THHN wire, 20mmØ PVC with adapter and locknut, junction box, utility box, duplex universal outlet with ground, hangers and supports, consumables
- Ensure compliance with the Philippine Electrical Code and DBP safety protocols.
- Conduct electrical testing and commissioning.

D. Voice and Data Works

- Relocate and reconfigure existing telephone lines and LAN cables.
- Cat6 UTP cable 4 pairs, Cat6 slim line UTP patch cord 4 pairs, Cat6 UTP patch cord 4 pairs, 25mmØ PVC with adapter and locknut, 20mmØ PVC with adapter and locknut, junction box with cover, utility box, duplex data port outlet, duplex data voice outlet, hangers and supports, consumables
- Install patch panels, faceplates, and structured cabling
- All wires/cables shall be UL-listed for safety and quality compliance

Note:

- Contractor must regularly clean the work area after working hours.
- Contractor must remove left over materials and debris from work area.

TECHNICAL SPECIFICATIONS: (See Annex A)

Item No.	Particulars	Quantity	Specifications
1	Office table without partition (Lending Center Head)	1 set	<p>Description : 25 mm thk. MDF countertop in high pressure laminate (HPL) finish with 75mm diameter grommet holes; PVC edging; tubular steel frame in powder coated finish and steel perforated modesty panel.</p> <p>Dimensions Main Worktop : 1600 mm x 750 mm Side return : 450 mm x 900mm</p> <p>Color : Light Gray</p> <p>Note : Design should be the same or similar as the attached photo.</p>
2	Modular workstations with partition	27 sets	<p>Description : 25 mm thk. MDF countertop in high pressure laminate (HPL) finish with 75 mm diameter grommet holes and PVC edging.</p> <p>Partition shall be tile-looked system with interlocking gauge #22 steel panel. Panel thickness shall be 50 mm and trimming shall be in aluminum alloy in powder-coated finish color light gray.</p> <p>Dimensions Main Worktop : 1500 mm x 600 mm Side return : 900 mm x 450mm Partition: Steel-framed; quarter glass with fabric partition</p> <ul style="list-style-type: none"> - Blue fabric - Trimmings should be light gray in powder-coated finish - Height: 1200 mm high - Panel raceway shall be hollow for telephone and electrical lines - Provide convenience outlet hole - Provide keyboard tray

III. OTHER WORKS AND REQUIREMENTS/CONDITIONS:

1. The Supplier is required to attend a briefing to fully discuss the guidelines and other concerns, prior to commencement of work to be conducted by DBP project representative and Security Services Department (SSD).

2. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications.
3. The Supplier shall submit Construction Schedule reflecting all activities needed to complete the project, their sequence and duration.
4. The DBP may terminate/cancel the Purchase Order (PO) / Notice to Proceed (NTP) when the Supplier fails to deliver, perform and comply with its obligation.
5. **Delivery Period:** The Supplier shall complete the supply, delivery and installation of workstations within thirty (30) calendar days after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
6. **Warranty:** One (1) year warranty upon acceptance of items by DBP.

IV. PAYMENT:

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

- Project Pictures
- Invoice/Billing Statement
- Certificate of Completion/Acceptance (as applicable)

V. PERFORMANCE SECURITY

To guarantee the faithful performance of obligations, the winning Supplier is required to post within ten (10) calendar days from receipt of Notice of Award, a performance security (to expire upon issuance by DBP of a Certificate of Final Acceptance per IRR of R.A. 12009, Section 68.6) in any of the following forms and percentages: in any of the following forms and percentages:

Forms of Performance Security	Minimum % of Contract Price
Cash, cashier's/manager's check issued by a Universal or Commercial Bank.	Five Percent (5%)
Bank draft/guarantee or Irrevocable letter of credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal 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%)

VI. LIQUIDATED DAMAGES

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DBP. DBP need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid

-end-

Recommended by:

(per latest MAA dated 2 June 2022)
Unit or Team Head

Approved by:

(per latest MAA dated 2 June 2022)
Lending Center Head

ANNEX A

TECHNICAL SPECIFICATIONS MODULAR WORKSTATION



Office Table (Lending Center Head)

Technical Specification:

Description	:	25 mm thick MDF countertop in high pressure laminate (HPL) finish with 75mm diameter grommet holes; PVC edging; tubular steel frame in powder coated finish and steel perforated modesty panel.
Color	:	Light Gray
Dimensions		
Main Worktop	:	1600 mm x 750 mm
Side Return	:	450 mm x 900 mm

Note : Design should be the same or similar as the attached photo.

ANNEX A



Modular Workstation with Partition

Description	: 25 mm thk. MDF countertop in high pressure laminate (HPL) finish with 75 mm diameter grommet holes and PVC edging. Partition shall be tile-looked system with interlocking gauge #22 steel panel. Panel thickness shall be 50 mm and trimming shall be in aluminum alloy in powder-coated finish color light gray.
Dimensions	
Main Worktop	: 1500 mm x 600 mm
Side Return	900 mm x 450 mm
Partition	: Steel-framed; quarter glass with fabric partition Blue fabric Trimming should be light gray in powder-coated finish Height: 1200 mm high Panel raceway shall be hollow for telephone and electrical lines Provide convenience outlet hole, keyboard tray
Note	: All steel framing.

Note : Design should be the same or similar as the attached photo.