



**PROJECT : REPAIRS AT DBP TARLAC BRANCH**  
**LOCATION : MACABULOS DRIVE, BRGY. SAN ROQUE, TARLAC CITY**  
**SUBJECT : SCOPE OF WORKS**

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The project shall cover the complete construction and repair works at DBP Tarlac Branch Branch.

**I. APPROVED BUDGET FOR THE CONTRACT (ABC):**

**PESOS: ONE MILLION SIX HUNDRED SEVENTY-FIVE THOUSAND TWENTY-THREE AND 13/100 (P 1,675,023.13) INCLUSIVE OF ALL 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.

*Note:* Refer to attached Working Drawings, Plans and Specifications (**Annex A**).

**III. OTHER WORKS AND REQUIREMENTS/CONDITIONS**

1. Day 1 shall be reckoned seven (7) days after receipt of Notice to Proceed (NTP).

The Contractor must complete all works within **ninety (90) calendar days**.

2. The Contractor must submit 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.
3. The Contractor's coordinator, supervisor/leadman, safety officer and workers are 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 and Construction and Facilities Management Department (CFMD).
4. The Contractor shall designate or employ a Safety Officer (SO2 Category) to monitor and inspect any health or safety aspect of the construction with the participation of supervisors and workers per DOLE D.O. No. 198 s.2018.
5. The Contractor must submit sample/s of materials/fixtures, shop drawings, and brochures/specification sheets of devices/equipment for approval by DBP before purchase, fabrication and/or installation. All items must conform with the standards implemented by the Bureau of Philippine Standards of the Department of Trade and Industry (DTI-BPS).

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6. Defective works and materials may be rejected by DBP at any time before the final acceptance of the work and rebuild/replace in accordance with the plan and specifications with the resulting expenses chargeable to Contractor's account.
7. The Contractor shall designate or employ a full-time project coordinator that will supervise on-site works and activities.
8. All trash, debris, including hazardous waste (spills) must be removed from the immediate work area as the work progresses and should be placed in trash bags, sacks or appropriate container before disposal. DBP is an ISO 14001 certified bank and the Contractor is required to observe and abide by its rules and regulations.
9. Upon completion of works, the Contractor shall remove all temporary structures and surplus materials before leaving the premises. All old materials removed from the site shall be carefully piled up (in the manner stated in Item No. 9, including those that fall from Contractor's vehicles) and disposed by the Contractor.
10. The Contractor shall be fully responsible for the safety of his men and clearly understands and agree that no employer-employee relationship shall exist between the contractor's men and the DBP. Any damage caused by the Contractor or his men to any property of the DBP or injury or death to a third party shall be the sole responsibility of the Contractor and the latter shall pay the cost or shoulder the burden thereof.
11. The DBP shall be free and made harmless from any and all kind of claims, damages, liabilities arising from the contractor's non-compliance with the requirement of the workmen's compensation, Social Security and other labor laws.
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 12009 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 as follows:

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

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

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- ii. The winning bidder must open an account with DBP after the receipt of Notice of Award (NOA).

### 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 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

Progress payments are subject to retention of ten percent (10%). The total retention money shall be due for release upon final acceptance of works. The Contractor may, however, request the substitution of the retention money for each progress billing following the provisions stipulated in RA 12009.

### 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 completion of the project)** 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 of 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

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(1/10) of one (1) percent of the cost of the unperformed portion of works for every day of delay following the provisions stipulated in RA 12009.

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

### IX. DOCUMENTARY REQUIREMENTS

1. Valid and Current Certificate of PhilGEPS Registration (including Annex "A" or the List of Class "A" Eligibility Documents)
2. Valid Philippine Contractors Accreditation Board (PCAB) License:

<b>Classification</b>	General Building
<b>Minimum License Category</b>	D
<b>Size Range</b>	Small B

3. Gantt Chart/Construction Schedule with S-curve

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Recommended by:

Approved by:

**SAVP ALBERTO SANTIAGO A. BERMEJO**

OIC, CFMD

(per Sector Order No. 513 dtd 8/20/2025)

**SVP RONALDO U. TEPORA**

OIC, PFMG

(per Office Order No. 283 dtd 06/20/2025)

## REPAIRS AT DBP TARLAC BRANCH

Project Name

**DBP TARLAC BRANCH, MACABULOS DRIVE, BRGY. SAN ROQUE, TARLAC CITY**

Project Location

ITEM NO.	DESCRIPTION	SCOPE OF WORKS / SPECIFICATIONS
<b>1</b>	<b>GENERAL REQUIREMENTS</b>	
<b>1.1</b>	<b>Construction health and safety program</b>	a.) Wearing of ANSI standard PPEs, provision of safety signages and compliance to DOH, DOLE and LGU protocols shall be observed on the project site. b.) A bonafide Safety Officer shall always be present on site.
<b>1.2</b>	<b>Temporary structures</b>	Upon completion of works, the Contractor shall remove all temporary structures before leaving the premises.
<b>1.2.1</b>	Temporary scaffoldings and platforms (including covered walkway to parking space)	-
<b>1.3</b>	<b>Mobilization and demobilization</b>	-
<b>1.4</b>	<b>Site maintenance</b>	
<b>1.4.1</b>	Site cleaning	a.) Daily site cleaning shall be required. b.) Final and thorough cleaning shall be done prior to turn-over of site to DBP.
<b>1.4.2</b>	Hauling/disposal	a.) All old materials, trash, debris, including hazardous waste (spills) shall be removed from the immediate work area as the work progresses. It shall be carefully piled up and/or properly segregated in a appropriate container before disposal. b.) Weekly hauling is required.
<b>2</b>	<b>SITE CONDITIONS</b>	
<b>2.1</b>	<b>Demolition works</b>	a.) Demolition/dismantling of the following: - Existing ACP panel/cladding (including blue tower) - Existing ACP framing and support (including blue tower) b.) Refer to working drawings.
<b>2.2</b>	<b>Chipping works</b>	All existing floor tiles shall be chipped-off prior to installation of new tiles
<b>2.3</b>	<b>Restoration of parapet wall</b>	All damaged concrete upon removal of ACP and framing support shall be restored.
<b>2.4</b>	<b>Restoration of roof</b>	a.) All roof holes shall be repaired and applied with proper sealant b.) All rivets shall be applied with sealant
<b>2.5</b>	<b>Other item of work necessary to complete the plans and specifications (specify if any):</b>	
<b>2.5.1</b>	Hot dipped galvanized chicken mesh wire (1/2" x 3' x 50')	-
<b>3</b>	<b>THERMAL AND MOISTURE PROTECTION</b>	
<b>3.1</b>	<b>Waterproofing</b>	
<b>3.1.1</b>	Cementitious waterproofing	a.) Material shall be a two-component, polymer-modified cementitious compound. b.) Substrate shall be clean, dry and free from any loose material c.) Any cracks or holes in the substrate shall be repaired before the waterproofing is applied. d.) Waterproofing shall be protected from rain and direct sunlight until it is cured.

ITEM NO.	DESCRIPTION	SCOPE OF WORKS / SPECIFICATIONS
3.1.2	Elastomeric paint waterproofing	a.) Must be water-based product. b.) Must have at least 60% solid contents. c.) Has good crack-bridging ability, able to cover hairline cracks up to 0.2mm wide. d.) UV resistant and good weatherability. e.) Alkali and salt resistant f.) Application shall be in smooth and even finish. g.) Surface shall be clean prior to application of waterproofing. h.) Two (2) coats of elastomeric waterproofing shall be applied. i.) Verify paint color with DBP
<b>5</b>	<b>FINISHES</b>	
<b>5.1</b>	<b>Floor finishes</b>	
5.1.1	Polished homogenous tile finish - white (flooring)	a.) Tile size: 600mm x 600mm (verify applicable thickness) b.) Tiles shall be polished homogenous tiles (full body porcelain tiles) with white finish. c.) Contractor shall provide sample/s for DBP approval.
<b>5.2</b>	<b>Painting works</b>	
5.1.1	Exterior painting (roof)	a.) Contractor shall ensure that the roof surface is smooth and free from rust prior to painting works. c.) Red oxide primer shall be applied to ensure that paint will bond to the roof sheet. d.) One (1) coat of enamel paint (verify color) shall be used for finishing/final coating.