



**PROJECT : REPAIR OF DBP DIGOS BUILDING**  
**LOCATION : QUEZON AVENUE, DIGOS CITY, DAVAO DEL SUR**  
**SUBJECT : SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS**

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**I. APPROVED BUDGET FOR THE CONTRACT (ABC): NINE HUNDRED FIFTY-EIGHT THOUSAND NINE HUNDRED FORTY-FOUR PESOS AND 00/100 (P958,944.00) INCLUSIVE OF VAT/APPLICABLE TAXES.**

## **II. SCOPE OF WORK**

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

### **1. GENERAL REQUIREMENTS**

- 1.1 Mobilization and demobilization
- 1.2 Temporary water, power and facilities
- 1.3 Health and safety
- 1.4 Scaffoldings
- 1.5 General cleaning and hauling of debris

### **2. SITE PREPARATION**

- 2.1. Chipping, and Dismantling Works: Damaged ceiling, ceiling cornice, and tiles. (See attached reference plan)

### **3. THERMAL AND MOISTURE PROTECTION**

- 3.1. Waterproofing works (deck, canopy, concrete gutter)
  - 3.1.1 Surface preparation and cleaning
- 3.2 Application of cementitious waterproofing
  - Inspection of existing condition, repair all cracks before the application of waterproofing
  - Application of cementitious waterproofing in layers.

### **4. METAL WORKS**

- 4.1 Metal works for roof gutter cover
  - 4.1.1 Installation of wire mesh framing using round bar
    - Provide 10mm Ø rebar support/framing with protective coating
  - 4.1.2 Installation of aluminum wire mesh for the roof gutter cover
    - Expanded aluminum wire mesh antirust.

### **5. DOORS AND WINDOWS**

- 5.1 Windows, frames and glass panels
  - 5.1.1 Repair of steel casement windows at the 2<sup>nd</sup> floor conference room
  - 5.1.2 Installation of new mosquito screen w/ aluminum framing at the 2<sup>nd</sup> floor conference room.

### **6. FINISHES**

- 6.1 Painting Works
  - 6.1.1 Semi-gloss paint – white paint
    - a. All walls at the 2<sup>nd</sup> floor conference room
  - 6.1.2 Flat paint finish – white paint
    - a. Ficem board ceiling
    - b. Acoustic board ceiling

# 1

6.1.3 Enamel paint finish

- a. Steel framed windows (conference room at the 2<sup>nd</sup> floor). Color: match existing
- b. Framing roof gutter cover. Color: Gray

6.1.4 Repair and repainting of damaged cornice mouldings.

6.2 Tile Works

6.2.1 3mm thk x 300mm x 300mm cottage tan vinyl tiles (2<sup>nd</sup> floor conference room)

6.2.2 600mm x 600mm polished white homogeneous tiles

6.2.3 600mm x 600mm non-skid rustic tiles (porch)

6.2.4 Replacement of 300mm x 300mm ceramic tiles (2<sup>nd</sup> floor damage areas, to match existing tiles)

6.3 Ceiling finishes / ceiling works

6.3.1 Repair/replacement of damaged ficem board ceiling

- 6.0mm ficem board on furring channel on metal carrying channel complete with clips and hanger rods at every 0.60m both ways

**Location:** Ground floor: CCTV room and records room

2nd floor: CR, conference room

6.3.2 Repair/replacement of damaged 600mm x 600mm acoustic board ceiling

- 600mm x 600mm acoustic board on furring channel on metal carrying channel complete with clips and hanger rods at every 0.60m both ways

**Location:** Ground floor: NAs area, cashiers' area and near emergency exit.

2nd floor: Left side corner

6.4 Repair and repainting of roofing

6.4.1 Cleaning and surface preparation of roofing

6.4.2 Resealing of all roofing

6.4.3 Repainting of roofing, color beige (with primer)

- Application of alkyd anti-rust metal primer flat paint finish in color Gray; for all branch roofing
- Application of acrylic water-based waterproofing roof paint glossy paint finish in color Beige; for all branch roofing

6.5 Consumables

- Other materials needed to complete the works such as cleaning agents, sandpaper, paint rollers, brushes, spray equipment, protective sheets, and PPEs.

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. CONDITIONS OF THE CONTRACT:

1. The Contractor shall ensure that the items delivered are in accordance with the specifications required by DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications.
2. The Contractor shall submit Construction Schedule reflecting all activities needed to complete the project, their sequence and duration.

3. The Contractor shall submit color swatches and tile sample for DBP approval prior to application/installation.
4. The Contractor shall designate or employ a full-time project coordinator that will supervise on-site works and activities.
5. DBP may terminate/cancel the Purchase Order (PO) / Notice to Proceed (NTP) when the Contractor fails to deliver, perform and comply with its obligation.
6. Project Period: The Contractor shall complete the project within **thirty (30) calendar days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
7. Warranty: One (1) year warranty upon completion of all works.
8. Performance Security: To guarantee the faithful performance of obligations, the winning contractor is required to post within ten (10) calendar days from receipt of Notice of Award, a performance security 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%)

#### IV. PAYMENT:

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

- Letter of Request for Payment
- Statement of Work Accomplishment
- Contractor's Affidavit
- Project Pictures

#### V. RETENTION MONEY:

The obligation for the six (6) months warranty (reckoned from the date of completion) shall be covered by either retention money or special bank-guarantee equivalent to ten percent (10%) of the total contract amount.

## VI. LIQUIDATED DAMAGES:

1. Once the contractor fails to satisfactorily complete the works under the contract within the specified contract duration, inclusive of duly granted time extensions, if any, the contractor shall be liable for liquidated damages in an amount equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay.
2. In computing liquidated damages, the DBP shall determine the usability of the project. A project or a portion thereof may be deemed usable when it starts to provide the desired benefits as certified by the targeted End-User or Implementing Units and the DBP.
3. To be entitled to liquidated damages, the DBP does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due, or which may become due the contractor under the contract, collected from the retention money or other securities posted by the contractor, or a combination thereof, whichever is convenient to the DBP.
4. 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. This does not, however, preclude the DBP in resorting to Termination of Contract under Section 71.4 of the IRR of R.A. 12009.

## VII. DOCUMENTARY REQUIREMENTS

1. Signed Quotation
2. Valid and Current Business Permit
3. Proof of PhilGEPS Registration
4. Notarized Omnibus Sworn Statement signed by owner / authorized representative.
5. For sole proprietorship, duly notarized special power of attorney, if to designate a representative.

-end-

Recommended by:

**SIGNED**

**MGR. MICHAEL ANTOLIN F. CANCIO**  
Head, CFMD-PCMU

Approved by:

**SIGNED**

**SM ALBERTO SANTIAGO A. BERMEJO**  
Concurrent OIC, CFMD  
(per Office Order No. 458 dated 19 November 2025)

**APPROVED BUDGET FOR THE CONTRACT**

**REPAIR OF DIGOS BUILDING**

Project Name

DIV.	DESCRIPTION	QTY.	UNIT	LABOR & MAT'LS DIRECT COST	MARK-UP		TOTAL MARK-UP		VAT	TOTAL INDIRECT COS	TOTAL COST	UNIT COST
					OCM	PROFIT	%	VALUE				
<b>1</b>	<b>GENERAL REQUIREMENT:</b>											
1.1	Mobilization / Demobilization (Inclusive of Freight Cost)	1.00	lot	15,000.00	750.00	1,200.00	0%	0.00	1,800.00	1,800.00	16,800.00	16,800.00
1.2	Temporary water, power and facilities	1.00	lot	8,000.00	400.00	640.00	25%	2,000.00	1,200.00	3,200.00	11,200.00	11,200.00
1.3	Health and Safety	1.00	lot	24,000.00	1,200.00	1,920.00	10%	2,400.00	3,168.00	5,568.00	29,568.00	29,568.00
1.4	Scaffolding	1.00	lot	12,000.00	600.00	960.00	25%	3,000.00	1,800.00	4,800.00	16,800.00	16,800.00
1.5	General Cleaning and Hauling of Debris	1.00	lot	10,000.00	500.00	800.00	25%	2,500.00	1,500.00	4,000.00	14,000.00	14,000.00
										sub-total=	88,368.00	
<b>2</b>	<b>SITWORKS:</b>											
2.1	Chipping and Dismantling works	1.00	lot	25,000.00	1,250.00	2,000.00	25%	6,250.00	3,750.00	10,000.00	35,000.00	35,000.00
										sub-total=	35,000.00	
<b>3</b>	<b>THERMAL &amp; MOISTURE PROTECTION</b>											
3.1	Waterproofing Works (deck, canopy, concrete gutter)											
3.1.1	Surface preparation and cleaning	58.00	sq.m.	14,500.00	725.00	1,160.00	25%	3,625.00	2,175.00	5,800.00	20,300.00	350.00
3.1.2	Application of cementitious waterproofing	58.00	sq.m.	43,500.00	2,175.00	3,480.00	25%	10,875.00	6,525.00	17,400.00	60,900.00	1,050.00
										sub-total=	81,200.00	
<b>4</b>	<b>METAL WORKS</b>											
4.1	Metal Works for Roof Gutter Cover											
4.1.1	Installation of wire mesh framing using round bar	40.00	ln.m	8,000.00	400.00	640.00	25%	2,000.00	1,200.00	3,200.00	11,200.00	280.00
4.1.2	Installation of aluminum wire mesh for the roof gutter cover	40.00	ln.m	14,000.00	700.00	1,120.00	25%	3,500.00	2,100.00	5,600.00	19,600.00	490.00
										sub-total=	30,800.00	
<b>5</b>	<b>DOORS AND WINDOWS:</b>											
5.1	Windows, Frames and Glass Panels											
5.1.1	Repair of Steel Casement Windows at the 2nd Floor Conference Room	1.00	lot	6,000.00	300.00	480.00	25%	1,500.00	900.00	2,400.00	8,400.00	8,400.00
5.1.2	Installation of New Mosquito Screen w/ Aluminum Framing at the 2nd Fir. Conference Room	1.00	lot	5,500.00	275.00	440.00	25%	1,375.00	825.00	2,200.00	7,700.00	7,700.00
										sub-total=	16,100.00	
<b>6</b>	<b>FINISHES:</b>											
6.1	Painting Works											
6.1.1	Semi-gloss paint - white paint											
a.	All walls at the 2nd floor conference room	65.00	sq.m	16,250.00	812.50	1,300.00	25%	4,062.50	2,437.50	6,500.00	22,750.00	350.00
6.1.2	Flat paint finish - white paint											
a.	Ficem board ceiling	29.00	sq.m	7,250.00	362.50	580.00	25%	1,812.50	1,087.50	2,900.00	10,150.00	350.00
b.	Acoustic board ceiling	40.00	sq.m	10,000.00	500.00	800.00	25%	2,500.00	1,500.00	4,000.00	14,000.00	350.00
6.1.3	Enamel paint finish:											
a.	Steel framed windows (conference room at the 2nd floor)	1.00	lot	5,000.00	250.00	400.00	25%	1,250.00	750.00	2,000.00	7,000.00	7,000.00
b.	Framing roof gutter cover	1.00	lot	3,500.00	175.00	280.00	25%	875.00	525.00	1,400.00	4,900.00	4,900.00
6.1.4	Repair and repainting of damaged cornice mouldings	1.00	lot	8,000.00	400.00	640.00	25%	2,000.00	1,200.00	3,200.00	11,200.00	11,200.00

4-1

**APPROVED BUDGET FOR THE CONTRACT**

**REPAIR OF DIGOS BUILDING**

Project Name

DIV.	DESCRIPTION	QTY.	UNIT	LABOR & MAT'L'S DIRECT COST	MARK-UP		TOTAL MARK-UP		VAT	TOTAL	TOTAL	UNIT COST	
					OCM	PROFIT	%	VALUE		INDIRECT COS	COST		
6.2	Tile works												
6.2.1	3mm thk x 300mm x 300mm Cottage tan vinyl tiles (2nd flr. Conference room)	22.00	sq.m	22,000.00	1,100.00	1,760.00	25%	5,500.00	3,300.00	8,800.00	30,800.00	1,400.00	
6.2.2	600mm x 600mm polished white homogeneous tiles	165.00	sq.m	231,000.00	11,550.00	18,480.00	25%	57,750.00	34,650.00	92,400.00	323,400.00	1,960.00	
6.2.3	600mm x 600mm non-skid rustic tiles	17.00	sq.m	23,800.00	1,190.00	1,904.00	25%	5,950.00	3,570.00	9,520.00	33,320.00	1,960.00	
6.2.4	Replacement of 300mm x 300mm ceramic tiles (match existing)	22.00	sq.m	26,400.00	1,320.00	2,112.00	25%	6,600.00	3,960.00	10,560.00	36,960.00	1,680.00	
6.3	Ceiling Finishes / Ceiling Works												
6.3.1	Repair/replacement of damaged licem board ceiling	29.00	sq.m	26,100.00	1,305.00	2,088.00	25%	6,525.00	3,915.00	10,440.00	36,540.00	1,260.00	
6.3.2	Repair/replacement of damaged 600mmx600mm acoustic board ceiling	40.00	sq.m	36,000.00	1,800.00	2,880.00	25%	9,000.00	5,400.00	14,400.00	50,400.00	1,260.00	
6.4	Repair and Repainting of Roofing												
6.4.1	Cleaning and Surface Preparation of Roofing	200.00	sq.m	16,000.00	800.00	1,280.00	25%	4,000.00	2,400.00	6,400.00	22,400.00	112.00	
6.4.2	Resealing of all roofing	200.00	sq.m	17,000.00	850.00	1,360.00	25%	4,250.00	2,550.00	6,800.00	23,800.00	119.00	
6.4.3	Repainting of roofing color beige (with primer)	200.00	sq.m	50,000.00	2,500.00	4,000.00	25%	12,500.00	7,500.00	20,000.00	70,000.00	350.00	
6.5	Consumables	1.00	lot	8,000.00	400.00	640.00	10%	800.00	1,056.00	1,856.00	9,856.00	9,856.00	
										sub-total=	707,476.00		
										TOTAL COST =	958,944.00		

Prepared by:

**SIGNED**

**AIMEE CLAIRE C. LOSITANO**

Civil Engineer, Technical Staff/Job Order, PCMU-CFMD

Reviewed by:

**SIGNED**

**ARCH. JAY N. POBLETE**

Acting Team Head, VizMin Team-PCMU

Recommended by:

**SIGNED**

**MGR. MICHAEL ANTONIN F. CANCIO**

Head, PCMU-CFMD

Approved by:

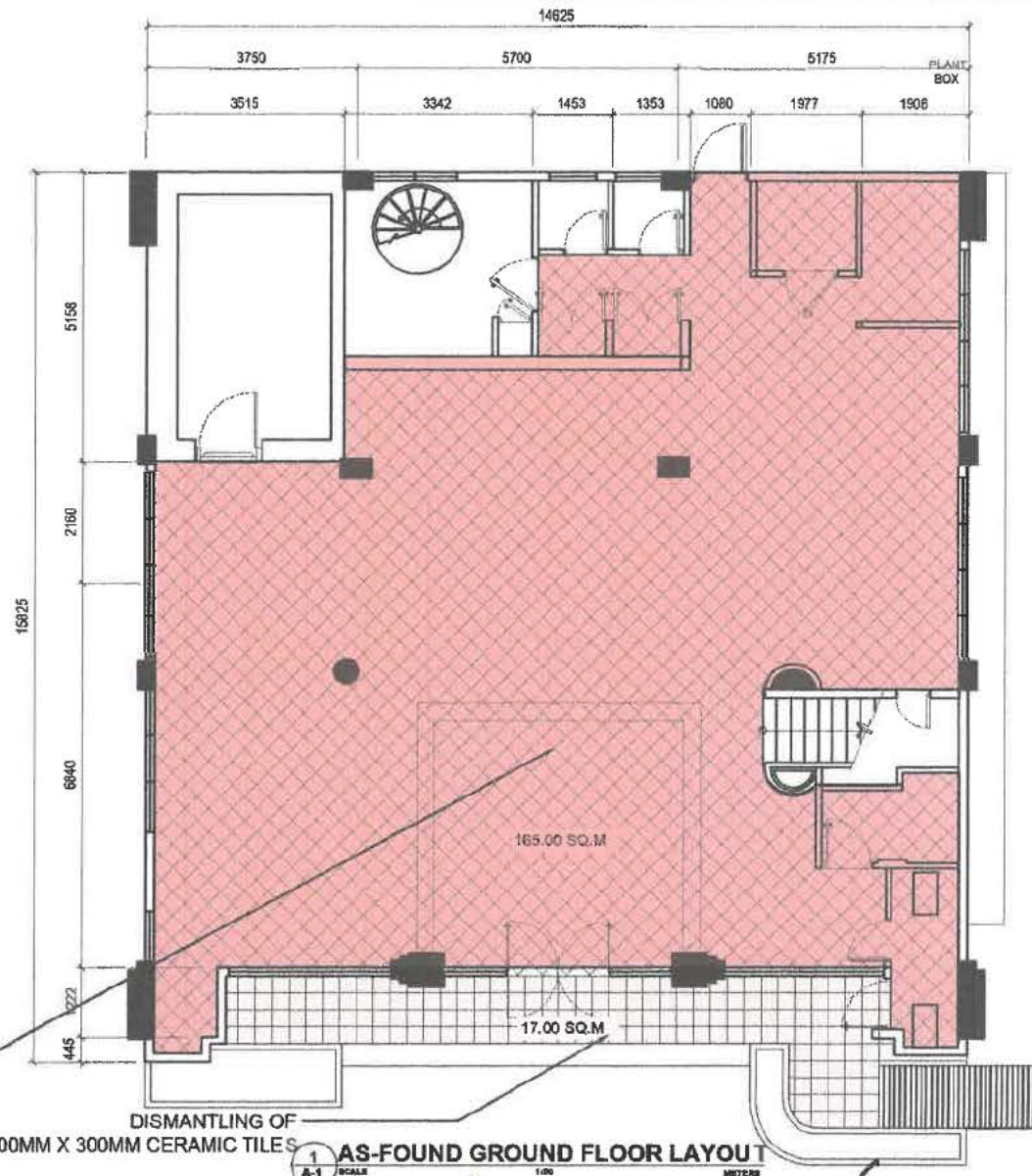
**SIGNED**

**SM ALBERTO SANTIAGO A. BERMEJO**

Concurrent OIC, CFMD  
(Per OO No. 458 dated 19 November 2024)

DISMANTLING OF  
300MMX300MM CERAMIC TILES

DISMANTLING OF  
300MM X 300MM CERAMIC TILES



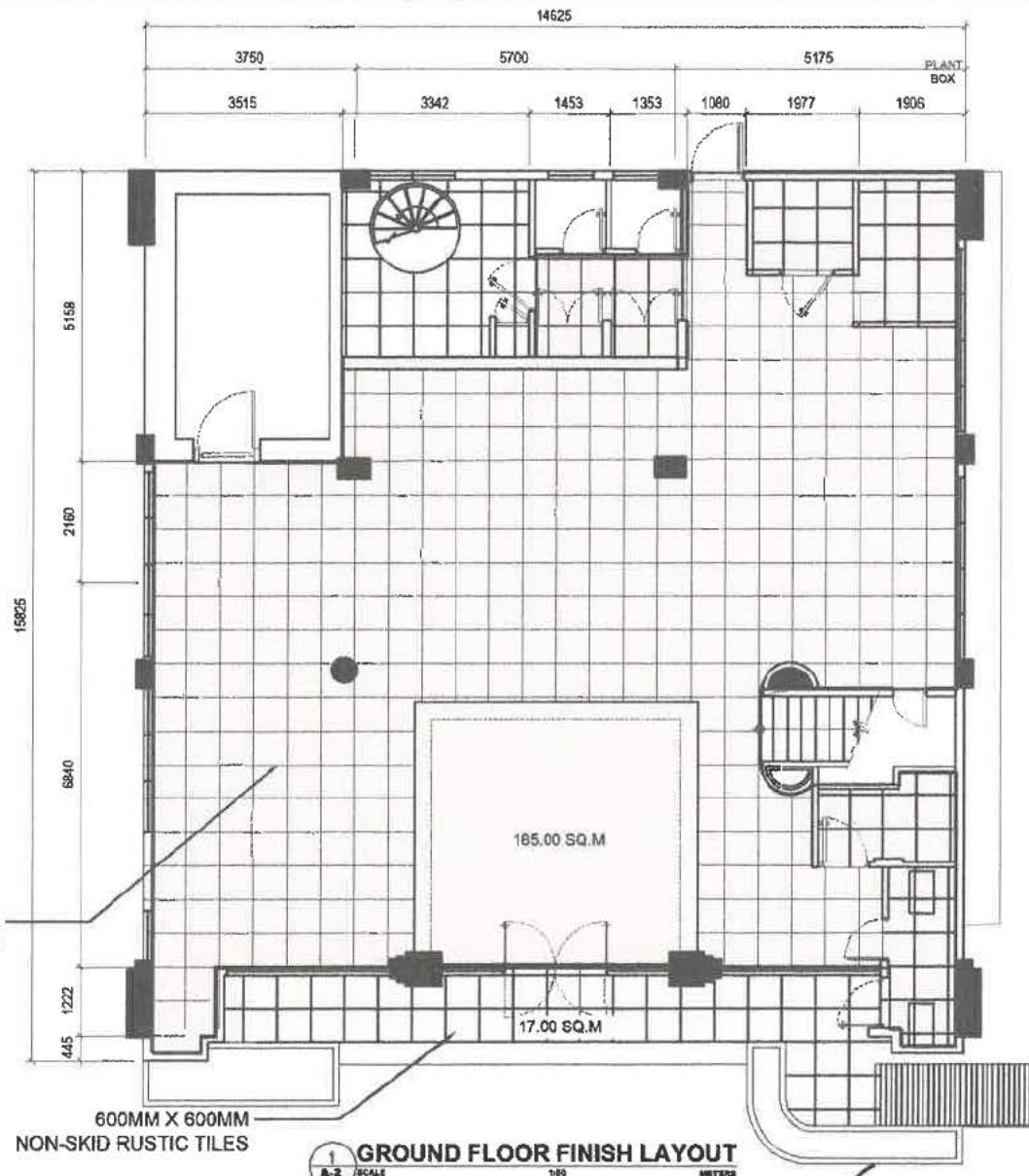
**AS-FOUND GROUND FLOOR LAYOUT**



PROJECT TITLE:	PREPARED BY:	RECOMMENDED BY:	APPROVED BY:	ISSUE DATE:	SHEET NO.
REPAIR OF DBP DIGOS BUILDING	ENG. RAMON CLAY C. LOMTARO TECHNICAL STAFF, PCMU-CPMD	MGR. MICHAEL ANTONIO F. GANCIO HEAD, PCMU-CPMD	SM ALBERTO SANTIAGO A. BERNILJO CONCURRENT ARE. CPMD	MAY 2025 REVISION DATE: DRAWN BY: A.C. LOMTARO REVIEWED BY: A.C. LOMTARO	A 1
LOCATION: QUEZON AVENUE, DIGOS CITY, DAVAO DEL SUR					

600MM X 600MM POLISHED WHITE  
HOMOGENOUS TILES

600MM X 600MM  
NON-SKID RUSTIC TILES



**GROUND FLOOR FINISH LAYOUT**  
SCALE 1/80 METERS



PROJECT TITLE:

**REPAIR OF DBP DIGOS BUILDING**

LOCATION: QUEZON AVENUE, DIGOS CITY, DAVAO DEL SUR

PREPARED BY:

**SIGNED**

ENGR. JAMES CLARENCE C. LOBITARDO  
TECHNICAL STAFF (POMU-CFMD)

RECOMMENDED BY:

**SIGNED**

MR. MICHAEL NICHOLAS F. CANCIO  
HEAD, POMU-CFMD

APPROVED BY:

**SIGNED**

SM ALBERTO SANTOS A. BERMUDEJO  
CONSTRUCTION CO. CHIEF  
Per DBP Circular 4 of 2011 (Version: 2014)

ISSUE DATE:

MAY 2015

REVISION DATE:

DRAWN BY:

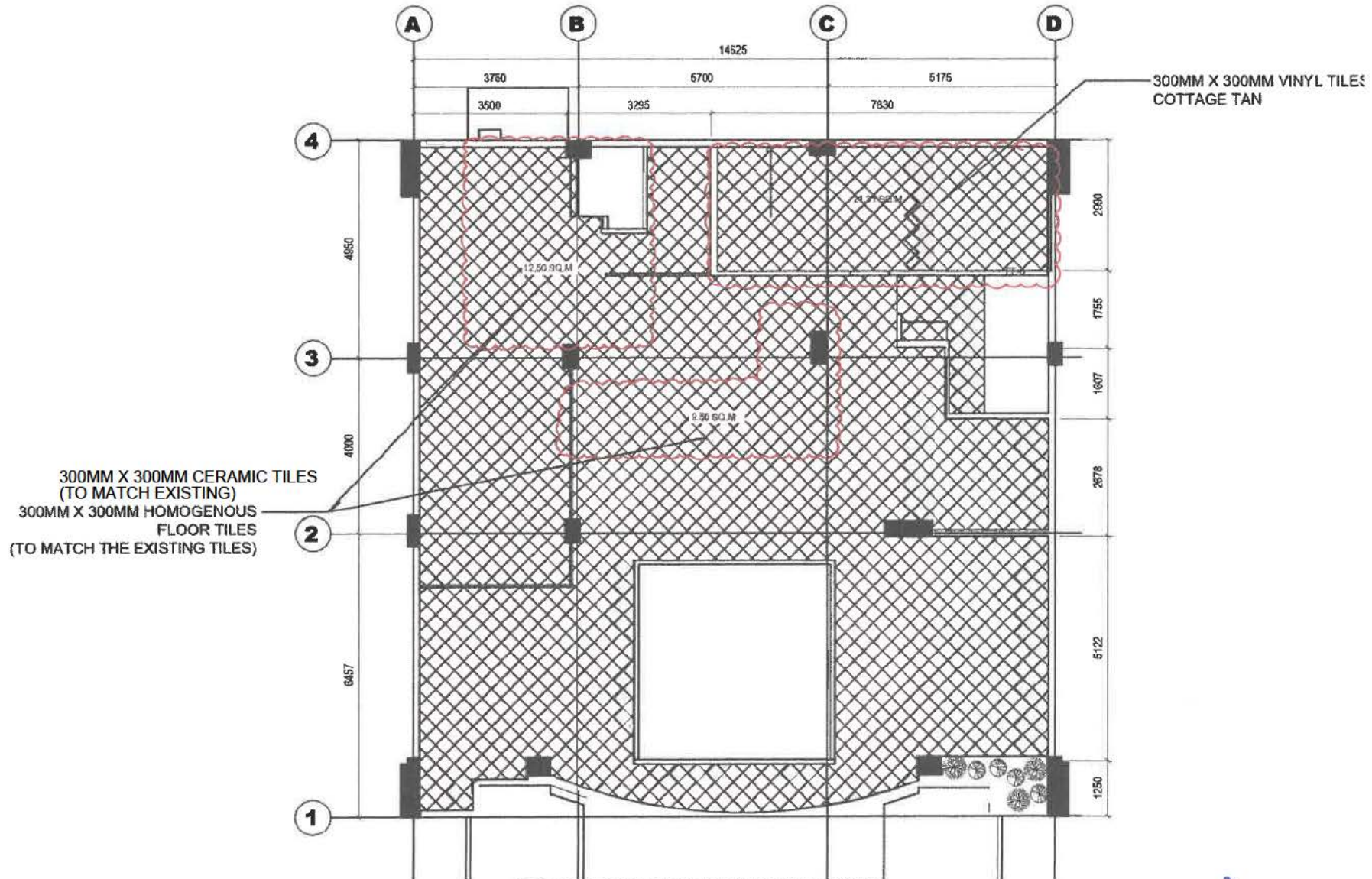
A. C. LOBITARDO

REVIEWED BY:

MR. LOBITARDO

SHEET NO.

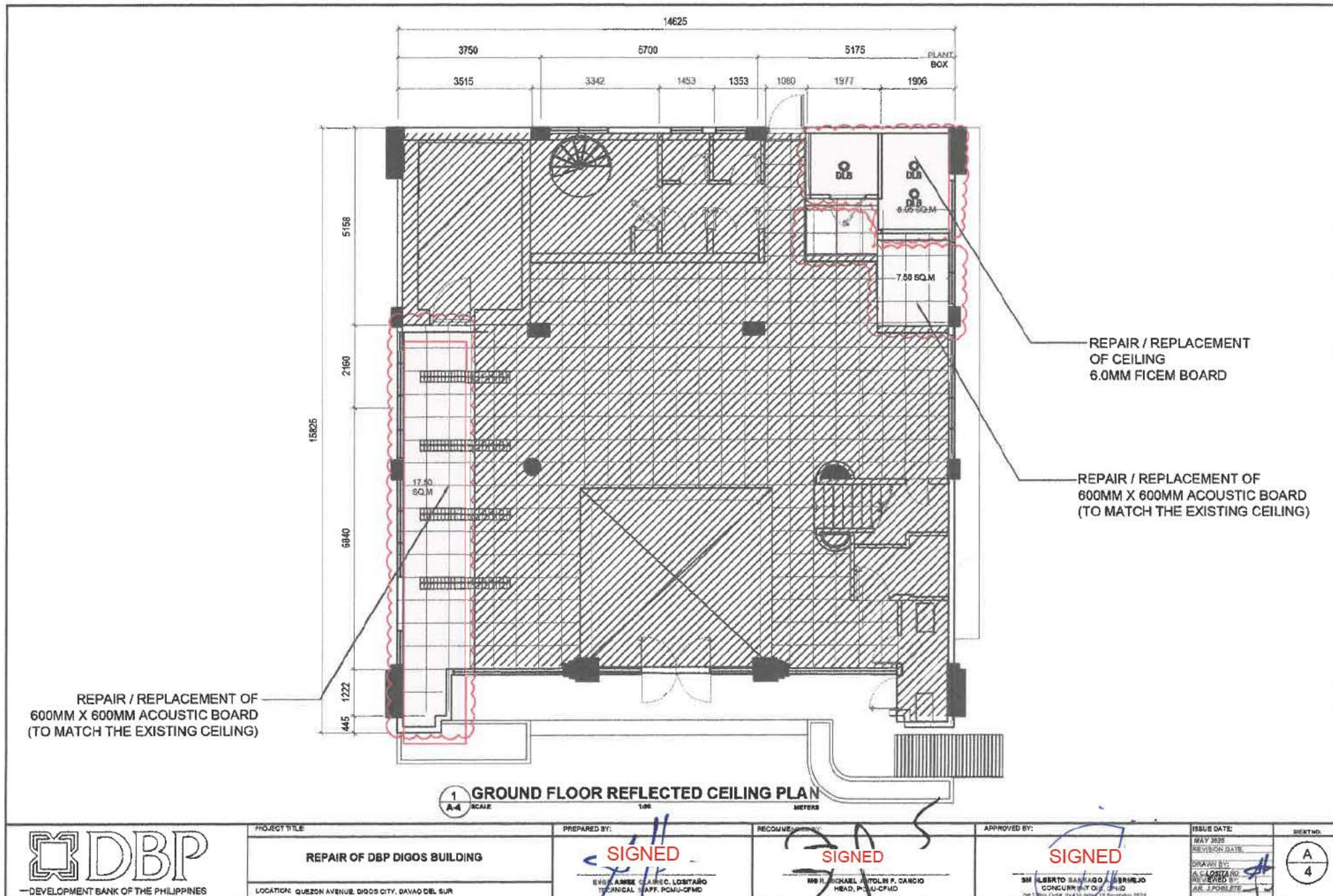
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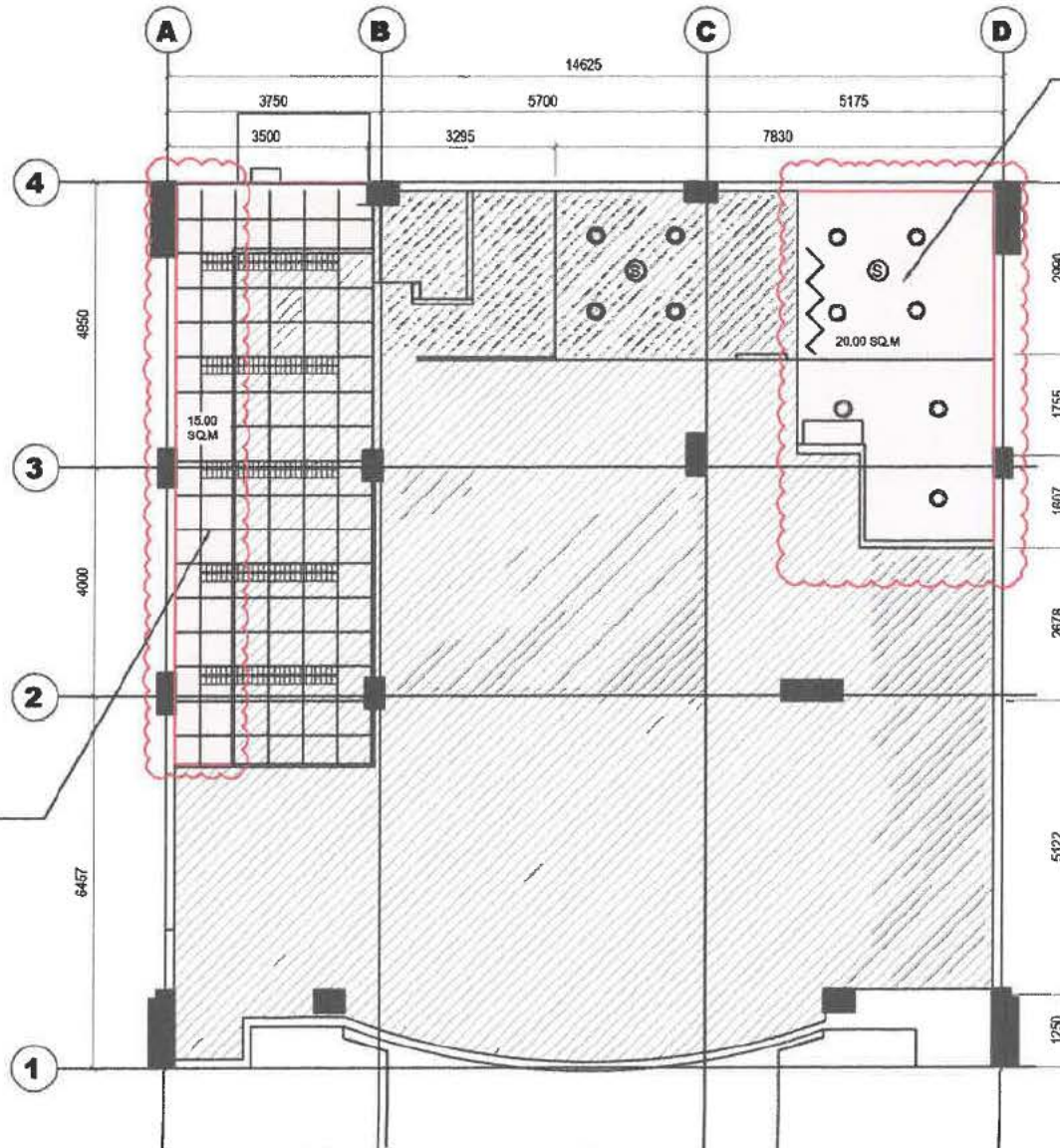
**1 AS-FOUND SECOND FLOOR LAYOUT**  
 A-3 SCALE 1/50



PROJECT TITLE: <b>REPAIR OF DBP DIGOS BUILDING</b>	PREPARED BY: <b>SIGNED</b> ENGR. JAMES C. L. REG. LOBITANO TECHNICALS APP. PCMU-CPMD	RECOMMENDED BY: <b>SIGNED</b> MR. MICHAEL B. BINTOLIN P. GARCIA HEAD, TECHNICALS	APPROVED BY: <b>SIGNED</b> MR. ALBERTO S. BARRERA CONCURRENCE OF PCMD	ISSUE DATE: MAY 2023 REVISION DATE: DRAWN BY: A.C. LOBITANO REVIEWED BY: MR. JACOBETTE	SHEET NO. <b>A</b> <b>3</b>
LOCATION: QUEZON AVENUE, DIGOS CITY, DAVAO DEL SUR					



NOTE:  
- Verify actual ceiling layout



1 SECOND FLOOR REFLECTED CEILING PLAN



PROJECT TITLE  
**REPAIR OF DBP DIGOS BUILDING**

LOCATION: QUEZON AVENUE, DIGOS CITY, DAVAO DEL SUR

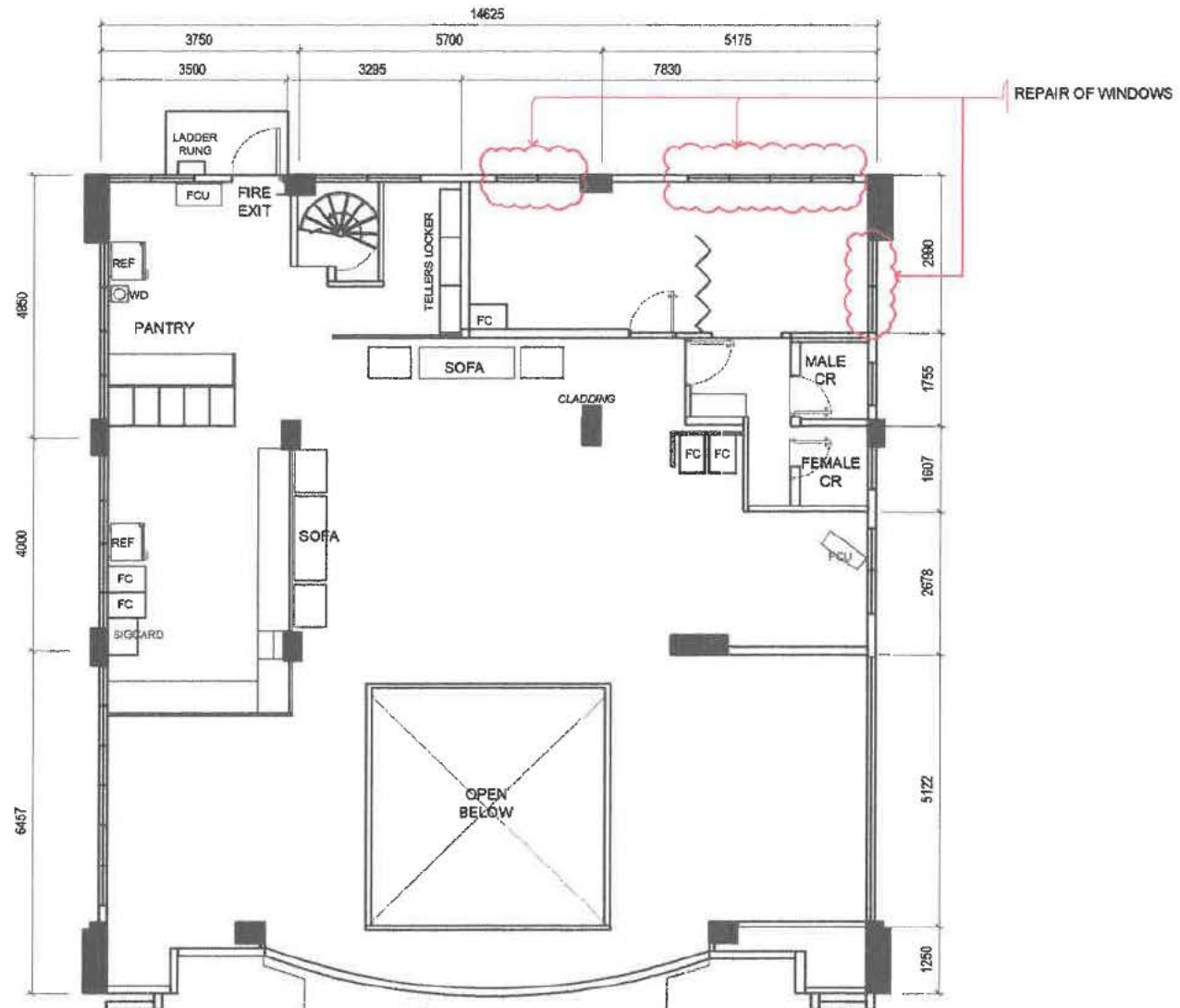
PREPARED BY:  
**SIGNED**  
ENG. RAMON CLAYTON C. LOBITARDO  
TECHNICAL STAFF, PCMU-CPND

RECOMMENDED BY:  
**SIGNED**  
MR. MICHAEL ANTONIO P. GARCIA  
HEAD, PCMU-CPND

APPROVED BY:  
**SIGNED**  
EN. ALBERTO SANTOSA A. BERNARDO  
CONCURRENT M.C., CPMD  
P.O. Box 10000, Digos City, Davao del Sur

ISSUE DATE:  
MAY 2022  
REVISION DATE:  
DRAWN BY:  
A. C. LOBITARDO  
CHECKED BY:  
AR. J. POBLITE

SHEET NO.  
A  
5



1 AS FOUND SECOND FLOOR PLAN



PROJECT TITLE

REPAIR OF DBP DIGOS BUILDING

LOCATION: QUEZON AVENUE, DIGOS CITY, DAVAO DEL SUR

PREPARED BY:

SIGNED

ENR. HANSEN OLIVER C. LOBITAR  
TECHNICAL STAFF, FCU-CFMD

RECOMMENDED BY:

SIGNED

MR. MICHAEL AN SOLIN P. GANCIO  
HEAD, PCM & CFMD

APPROVED BY:

SIGNED

MR. ALBERTO SA (MAGO) A. PEREZ  
CONSTRUCTION DIV. CHIEF

ISSUE DATE:

MAY 2025

REVISION DATE:

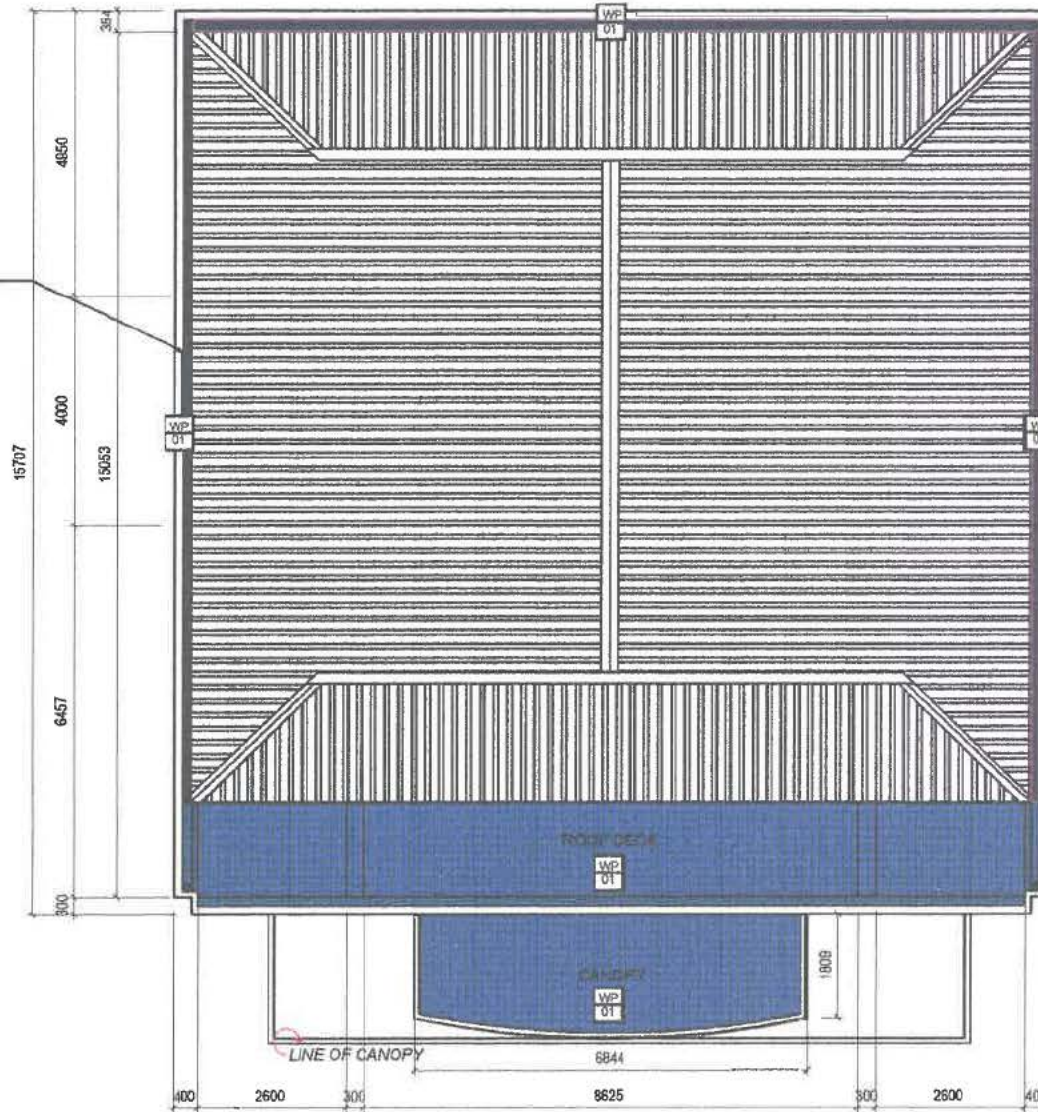
REVISION BY:

REVISION BY:

SHEET NO.

A  
6

WITH ALUMINUM MESH COVER



**LEGEND:**  
**WATERPROOFING AND INSULATION SCHEDULE :**  
 WP 01 CEMENTITIOUS WATERPROOFING  
 AREA TO BE WATERPROOFED: 58.00 SQ.M

**1 WATERPROOFING PLAN**  
 A-7 SCALE METERS



PROJECT TITLE:  
**REPAIR OF DBP DIGOS BUILDING**  
 LOCATION: QUEZON AVENUE, DIGOS CITY, DAVAO DEL SUR

PREPARED BY:  
**SIGNED**  
 ENO JAMES C. LOSTAND  
 TECHNICAL STAFF, PCMU-CPMD

RECOMMENDED BY:  
**SIGNED**  
 MGR. MICHAEL NTOLEH P. CANGIO  
 HEAD, PCMU-CPMD

APPROVED BY:  
**SIGNED**  
 ENALBERTO S. TRINIDAD, JR.  
 CONCURRENT MGR. CPMD  
 Date of Review: 11 November 2024

ISSUE DATE:  
 MAY 2025  
 DRAWN BY:  
 A. C. LOSTAND  
 CHECKED BY:  
 ARL J. POBLITE

SHEET NO.  
**A**  
**7**