

TECHNICAL SPECIFICATIONS

PROJECT: SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURES FOR DBP SOUTHERN MINDANAO

I. APPROVED BUDGET FOR THE CONTRACT (ABC):

**ONE MILLION TWO HUNDRED EIGHTY-THREE THOUSAND PESOS ONLY – PHP
1,283,000.00** (inclusive of VAT/applicable taxes)

OFFICE FURNITURE	QTY/ SIZE	UNIT COST	TOTAL ABC
Clerical/Staff Chair	45	5,000.00	225,000.00
Executive Table	1	40,000.00	40,000.00
Filing Cabinet (3-layer, Lateral)	2	10,000.00	20,000.00
Filing Cabinet (4-drawer, lateral)	11	20,000.00	220,000.00
Filing Cabinet (Swing Door)	10	20,000.00	200,000.00
Gang Chair (4-seater)	14	20,000.00	280,000.00
High-back Chair	4	15,000.00	60,000.00
Mid back Chair	7	10,000.00	70,000.00
Teller's High Chair	6	8,000.00	48,000.00
Visitor's Chair	24	5,000.00	120,000.00

II. EQUIPMENT'S SPECIFICATION AND OTHER DETAILS

	BBG/BRANCH	CHAIR TYPE	NO. OF UNITS	Budget per Unit	TOTAL ABC
1 LOT	BBG-SM Davao	Clerical/Staff Chair	2	5,000.00	10,000.00
		Mid back Chair	1	10,000.00	10,000.00
	BBG-SM Gensan	High-back Chair	1	15,000.00	15,000.00
		Mid back Chair	2	10,000.00	20,000.00
		Clerical/Staff Chair	3	5,000.00	15,000.00
	Cotabato Branch	Clerical/Staff Chair	8	5,000.00	40,000.00
		Visitor's Chair	4	5,000.00	20,000.00
	Davao Branch	Teller's High Chair	6	8,000.00	48,000.00
		Clerical/Staff Chair	4	5,000.00	20,000.00
		Visitor's Chair	4	5,000.00	20,000.00
	Gensan Branch	Clerical/Staff Chair	10	5,000.00	50,000.00
		Visitor's Chair	4	5,000.00	20,000.00

	Kidapawan Branch	Gang Chair (4-seater)	4	20,000.00	80,000.00
	Malita Branch	Visitor's Chair	2	5,000.00	10,000.00
	Marbel Branch	High-back Chair	1	15,000.00	15,000.00
		Mid-back Chair	2	10,000.00	20,000.00
		Clerical/Staff Chair	10	5,000.00	50,000.00
		Visitor's Chair	10	5,000.00	50,000.00
		Gang Chair (4-seater)	5	20,000.00	100,000.00
	Mati Branch	Clerical/Staff Chair	8	5,000.00	40,000.00
		Mid back Chair	2	10,000.00	20,000.00
		High-back Chair	1	15,000.00	15,000.00
	Tacurong Branch	Gang Chair	5	20,000.00	100,000.00
	Tagum Branch	High-back Chair	1	15,000.00	15,000.00

****see attached approved specifications for each type of office chair****

	BBG/BRANCH	TABLE TYPE	NO. OF UNITS	BUDGET PER UNIT	TOTAL ABC
1 LOT	BBG-SM Gensan	Executive Table	1	40,000.00	40,000.00

****see attached approved specifications for the executive table****

	BBG/BRANCH	CABINET TYPE	NO. OF UNITS	Budget per Unit	TOTAL ABC
1 LOT	BBG-SM Gensan	Filing Cabinet (Swing Door)	1	20,000.00	20,000.00
	Cotabato Branch	Filing Cabinet (4-drawer, lateral)	2	20,000.00	40,000.00
	Davao Branch	Filing Cabinet (4-drawer, lateral)	3	20,000.00	60,000.00
	Kidapawan Branch	Filing Cabinet (4-drawer, lateral)	2	20,000.00	40,000.00
	Marbel Branch	Filing Cabinet (Swing Door)	4	20,000.00	80,000.00
	Mati Branch	Filing Cabinet (Swing Door)	2	20,000.00	40,000.00
	Polomolok Branch	Filing Cabinet (3-layer, Lateral)	2	10,000.00	20,000.00
	Tagum Branch	Filing Cabinet (Swing Door)	3	20,000.00	60,000.00
		Filing Cabinet (4-drawer, lateral)	4	20,000.00	80,000.00

****see attached approved specifications for each type of filing cabinet****

III. DELIVERY AND INSTALLATION PERIOD:

1. Within **45 calendar days** upon receipt of Purchase Order (PO) / Notice to Proceed (NTP). If delivery will extend to 2025, supplier is required to have partial delivery on or before **December 29, 2025**.
2. Complete delivery addresses and branch's point person will be provided upon issuance of PO/NTP.
3. Winning Supplier shall handle freight cost and/or delivery fees.
4. Upon delivery, the Supplier shall provide duly signed individual Delivery Receipts to the identified branches.

IV. CONDITIONS OF THE CONTRACT:

1. 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/damaged and not according to the required specifications/model. All damaged units, if any, shall be replaced within five (5) calendar days.

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Name & Signature of Authorized Representative
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2. All quotations above the approved budget for the contract shall be automatically disqualified.
3. All materials/information that may come into the possession of the supplier for purposes of the completion of this requirement shall remain confidential and should not come into the possession of any Third Party without the prior consent of DBP.
4. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.
5. The Winning Supplier shall be responsible for the safety of its personnel and fully understands and agrees that no employer-employee relationship shall exist between the Supplier's personnel and DBP. Any damage caused by the Contractor or its personnel to any property of DBP, or any injury or death caused to a third party, shall be the sole responsibility of the Supplier. The Supplier shall bear the full cost or liability arising therefrom.
6. The Winning Supplier shall hold all obligations, duties and responsibilities necessary to the successful completion of the contract assigned to be undertaken by the Winning Supplier, including labor, materials, equipment and services, other incidentals and furnishings thereof in accordance with the specifications and the addenda prepared by DBP.
7. **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 or guarantee or Irrevocable letter of credit issued by a bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank.	Five Percent (5%)
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%)

V. LIQUIDATED DAMAGES

If the winning supplier fails to satisfactorily deliver any or all of the Goods within the period specified in the Contract, inclusive of duly granted time extensions if any, the Procuring entity shall, without prejudice to its other remedies under the Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay until actual delivery performance. The maximum amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind the Contract, without prejudice to other courses of action and remedies open to it.

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VI. PAYMENT

1. **ONE-TIME FULL PAYMENT** shall be processed and credited to the Winning Supplier's DBP deposit account only upon issuance of Certificate of Inspection & Acceptance by the Procuring Entity, which shall be based on the completion of all deliverables.
2. The Winning Supplier shall open an account with DBP within ten (10) banking days upon receipt of Notice of Award (if no existing account yet).
3. Official receipt/Invoice/Service Invoice shall be issued by the Winning Supplier upon receipt of full payment.

VII. WARRANTY

The obligation for one (1) year warranty (reckoned from the date of acceptance) shall be covered by either retention money or a special bank guarantee equivalent to five percent (5%) of the total contract amount. The said amount shall only be released after the lapse of the warranty period of one (1) year, provided, however, that the goods delivered are free from patent and latent defects and all conditions imposed under this Contract have been fully met.

VIII. DOCUMENTARY REQUIREMENTS

The supplier must submit the following:

1. Signed Request for Quotation (RFQ)
2. Proposal/Quotation
3. Valid and Current Business Permit
4. BIR Certificate of Registration
5. Proof of PhilGEPS Registration/PhilGEPS Profile
6. Technical Data Sheet/Brochure of the brand/model being offered.
7. Notarized Omnibus Sworn Statement signed by owner / authorized representative.
8. Signed/conformed technical specifications
9. Signed Integrity Pledge
10. Signed Data Privacy Consent Form

Prepared by:

SIGNED
CAMILLE MARIANNE M. DELOS REYES
Secretariat, RBAC-SM

Approved by:

SIGNED
VP ELVIE N. EULLARAN-ALBANO
Head, BBG-SM

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TECHNICAL SPECIFICATIONS HIGH-BACK CHAIR

Specification:



- Description : high back chair leatherette double foam-upholstered seat and backrest; foam-padded padded armrest; gas lift; chrome plated star base with twin caster; tilting/swivel mechanism
- Color : Black

Dimensions

- : minimum of 550 mm x 600 mm
- : minimum of 520 mm x 740 mm
- : minimum of 1200 mm (adjustable)
- Tolerance : ± 25.4 mm in either direction

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

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TECHNICAL SPECIFICATIONS

MID-BACK CHAIR

Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.
- Color : Blue

Dimensions

- Seat : minimum of 500 mm x 470 mm
- Backrest : minimum of 550 mm x 500 mm
- Height : minimum of 901 mm (adjustable)
- Size Tolerance : ± 25.4 mm in either direction

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

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TECHNICAL SPECIFICATIONS

CLERICAL CHAIR

Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.
- Color : Blue

Dimensions

- Seat : minimum of 500 mm x 450 mm
- Backrest : minimum of 450 mm x 500 mm
- Height : minimum of 800 mm (adjustable height)
- Size Tolerance : ± 25.4 mm in either direction

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

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TECHNICAL SPECIFICATIONS

TELLER'S CHAIR

Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; gas lift; without armrest; tilting/swivel mechanism; five (5) legged with foot ring; fixed base.
- Color : Blue

Dimensions

- Seat : minimum of 480 mm x 450 mm
- Backrest : minimum of 470 mm x 500 mm
- Height : minimum of 950 mm (adjustable height)
- Size Tolerance : ± 25.4 mm in either direction

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers.

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TECHNICAL SPECIFICATIONS

VISITOR'S CHAIR

Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; without armrest; gauge 18 steel with 5/8" round-tubular construction chrome finish (sled type leg) and poly floor glides.
- Color : Blue
- Dimensions : minimum of 584 mm (W) x 584 mm (D) x 762 mm (H)
- Seat : minimum of 420 mm x 420 mm
- Foam Thickness : 1.5 inches
- Size Tolerance : ± 25.4 mm in either direction

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers for evaluation on your end.

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TECHNICAL SPECIFICATIONS

GANG CHAIR (4-SEATER)

Specification:



- Description : Leatherette molded foam cushion upholstered backrest and seat; 1.4 mm thickness perforated metal seats sprayed with static powder after anti rust treatment; with armrest and steel frame legs
- Color : Black leatherette and matte silver for the steel base

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers.

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TECHNICAL SPECIFICATIONS 3-LAYER LATERAL FILING CABINET

Specification:



- Materials : Cold-rolled steel, gauge #20
- Finish : Powder coating with anti-rust protection
- Features : Rollers on drawers, centralized locking system with black plastic handle
- Color : White
- Dimensions : 450 mm (W) x 450 mm (D) x 1060 mm (H);
Tolerance (± 25.4mm in either direction)

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

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TECHNICAL SPECIFICATIONS 4-LAYER LATERAL FILING CABINET

Specification:



- Materials : Cold rolled steel plate gauge #20
- Finish : Powder coated with anti-rust protection
- Features : Full extension handle, centralized locking system with black plastic
- Color : White
- Dimensions : 600 mm (W) x 450 mm (D) x 1320 mm (H);
Size tolerance (± 25.4 mm in either direction)

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

Conforme:

Bidder's Company Name

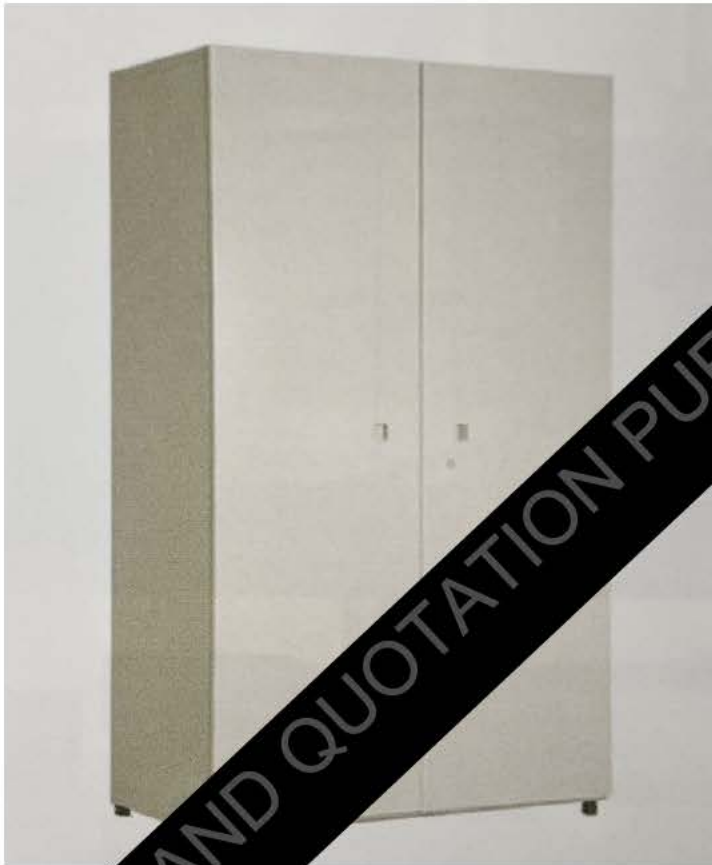
Name & Signature of Authorized Representative

Designation

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TECHNICAL SPECIFICATIONS
SWING TYPE DOOR CABINET

Specification:



- Materials : Galvanized steel plate gauge #20
 - Finish : Powder coated with anti-rust protection
 - Features : Pushed handle with lock and keys, 4 adjustable shelves
 - Color : Light Gray
 - Dimensions : 900 mm (W) x 450 mm (D) x 1800 mm (H);
Size tolerance (± 25.4 mm in either direction)
- Design should be the same or similar as the attached photo and request quotation from prospective suppliers for evaluation on your end.

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