



INVITATION/ REQUEST FOR SUBMISSION OF PRICE QUOTATIONS
(Posted in the PHILGEPS/DBP Website/ Conspicuous Places of the Procuring Entity)

The Development Bank of the Philippines, through the Regional- Bids & Award Committee (RBAC-Eastern Visayas) invites interested parties to submit price quotations for the Repair Works including the installation and/or repair of furniture and fixtures, to wit:

Requesting Branch	Specification/Description	No. of Units	Mode of Procurement	Approved Budget (Php)
tACLOBAN	Repair Works including the installation and/or repair of furniture and fixtures	1 lot	SVP	1,817,307.78

SPECIFICATIONS

Please refer to the attached Technical Specifications requirement per branch.

Additional Instructions: 1. Sign the Technical Specifications "Conforme" portion.
2. Submit soft and signed copy of the BOQ
3. Submit the signed Data Privacy Consent Form

NOTE: PROPOSAL SHALL INCLUDE THE DELIVERY/INSTALLATION CHARGES AND ALL APPLICABLE TAXES.

The Contractor shall complete all works and delivery within Ninety (90) calendar days.

The deadline for the submission of price quotations shall be on or before **October 31, 2025** at 3:00 p.m., at the DBP Tacloban Branch, Cor Paterno and Zamora St., Tacloban.

Only price quotations from Filipino citizens or companies duly registered with the Department of Trade and Industry or Securities and Exchange Commission, with current business permits, and PCAB License, and those that are PHILGEPS registered, shall be accepted.

Development Bank of the Philippines reserves the right to reject any and all bids/price quotations, waive any defect in them, and award to the bidder/participant whose bid/price quotation is the most advantageous to the Bank.

SIGNED

SM JONIEL E. SAGDULLAS
Chairperson, RBAC-EV



PROJECT : REPAIR WORKS OF DBP TACLOBAN BRANCH
LOCATION : DBP BUILDING, P. ZAMORA ST., COR PATERNO ST., TACLOBAN CITY
SUBJECT : SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS

The project shall cover the repair works of DBP Tacloban Branch, including the installation and/or repair of furniture and fixtures.

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT (INFRASTRUCTURE)

I. APPROVED BUDGET FOR THE CONTRACT (ABC): One Million Eight Hundred Seventeen Thousand Three Hundred Seven Pesos and 78/100 (₱1,817,307.78) Inclusive 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 Mobilization and demobilization (inclusive of freight cost)**
- 1.2 Clearances and Permit Requirements (signed and sealed of plans)**
- 1.3 Temporary utilities**
 - 1.3.1 Temporary utilities (power, water, etc.)
- 1.4 Health and safety**
 - 1.4.1 Construction health and safety program
 - 1.4.2 Health and safety equipment (PPE)

2. SITE WORKS AND MAINTENANCE

- 2.1. Chipping, Dismantling and Demolition Works**
 - 2.1.1. Chipping and dismantling of damaged / buckled floor tiles at the banking hall, pantry and back office.
 - 2.1.2. Dismantling of dilapidated gypsum, plywood and ceiling panels located at employee's toilet, 2nd floor hallway and pantry.
 - 2.1.3. Dismantling of damaged drawer's and keyboard holder's slides of counter located at teller's cage.
 - 2.1.4. Dismantling of rusted/ dilapidated roof flashing and tex screws.
 - 2.1.5. Dismantling of busted LED bulbs at the bank premises (excluding the mezzanine floor)
 - 2.1.6. Demolition of portion of driveway roofing affected by the installation of fire exit stairs.

Note: All interior dismantling works must be scheduled/ executed outside of bank operating hours, and must be supervised by the Branch's security personnel

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2.2. Excavation Works

- 2.2.1. Excavation for the construction of concrete pedestal for the fire exit stairs

2.3. Scaffolding Works

- 2.3.1. Scaffolding for the construction of fire exit stairs

2.4. General cleaning and hauling of debris

- 2.4.1. General cleaning
2.4.2. Hauling of construction debris

3. CONCRETING WORKS

3.1. Formworks/scaffoldings

3.2. Construction of Concrete members

- 3.2.1. Pedestal Footing
3.2.2. Reinforced Concrete Pedestal
Location: Fire Exit Stairs

4. METAL WORKS

4.1. Fabrication of steel fire exit stairs

- 4.1.1. Supply, delivery and installation of steel framing, ms plate, posts and beam
a. 50mm x 150mm tubular framing/beam
b. 38mm x 38mm x 3mm angle bar (step framing)
c. 38mm x 3mm flat bar (step members)
d. 50mm x 50mm angle bar (post bracing)
e. 25mm x 25mm x 1.5mm tubular (baluster)
f. 50mm Ø x 2.0mm thk G.I pipe handrail
g. 100mm diameter x 6mm thk G.I post
h. 10mm thk mild steel plate (top and base plate)
i. 16mm Ø x 200mm anchor bolts with washers and nuts
4.1.2. Supply, delivery and installation of steel bridge platform
a. 100mm x 150mm x 6mm G.I tubular (beam)
b. 38mm x 38mm angle bar
c. 38mm x 3mm flat bar
4.1.3. Epoxy oxide primer in color gray (inclusive of consumables: brush, thinner etc.)

4.2. Reinforcing Bars (for concrete pedestal/footing)

- 4.2.1. 12mm dia, grade 40 rebars
4.2.2. 10mm dia, grade 40 stirrups
4.2.3. #16 tie wires (25kgs/roll)

5. WOOD WORKS AND PLASTIC

5.1. Refurbishing of teller's counter drawers

- 5.1.1. Replacement of drawer slides
5.1.2. Replacement of keyboard holder slides
Location: Teller's cage

Note: Any work involving the teller's counter must be scheduled/ executed outside of bank operating hours, and must be coordinated with the Branch.

5.2. Replacement of forms counter

- 5.2.1. Supply, fabrication and delivery of forms counter in white duco paint finish; inclusive of glass top
Location: Banking Hall

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5.3. Repair of partition

- 5.3.1. Application of mesh patch and joint compound on damaged drywall
Location: Back office

6. DOORS AND OPENINGS

6.1. Door Accessories

- 6.1.1. Supply, delivery and installation of 12mm heavy duty glass door floor latch lockset in stainless steel finish
Location: Back Office
- 6.1.2. Supply, delivery and installation of stainless steel non-keyed door knob
Location: Client's Toilet - Male
- 6.1.3. Supply, delivery and installation of heavy-duty hydraulic surface mounted door closer in brushed stainless steel finish
Location: Staff Toilet – Female and Emergency Exit

7. FINISHES

7.1. Ceiling Finishes

Repair and replacement of the following ceiling finishes

- 7.1.1. 10mm thk gypsum board on metal furring channel
Location: Banking Hall, Staff toilet (Female) and 2nd floor stairwell/hallway

7.2. Floor Finishes

Repair and replacement of the following floor finishes

- 7.2.1. Supply, delivery and installation of 600mm x 600mm non-stain polished homogenous tiles in north pole white color
Note: Match the existing floor tiles
Location: Branch banking hall, pantry and back office

7.3. Wall Finishes

Rehabilitation of existing wall cladding

- 7.3.1. Supply, delivery and installation legno fineline brown on 6mm thk MDF backing
Note: Match the existing wall cladding
Location: Branch Head area
- 7.3.2. Supply, delivery and installation Aluminum Composite Panel; Color Blue
Note: Match the existing wall cladding
Location: Branch Façade

7.4. Painting Works

Repainting of exterior and interior premises of the Branch (excluding the interior of Lending Center at the mezzanine floor)

7.4.1. Acrylic Latex Paint

- a. semi-gloss paint finish in white color; for all exterior and interior walls
- b. duco paint finish in white color; for teller's counter drawers

7.4.2. Flat Latex Paint

- a. flat paint finish in white color; for all gypsum ceiling of ground and 2nd floor

7.4.3. Lacquer/ Automotive Paint

- a. duco paint finish in white color; for ACP/metal cladded door (inclusive of surface preparation, primer and top coat)

Note: All interior finishing works must be scheduled/ executed outside of bank operating hours, and must be supervised by the Branch's security personnel

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8. SPECIALTIES

8.1. Signages

- 8.1.1. Supply, delivery and installation Horizontal façade signage
 - Flexible substrate (single face) with translucent sticker, LED lighting fixtures and timer. Complete with tubular framings
 - Size: 1200mm (H) x 14000mm (W) x 200mm (THK)
- 8.1.2. Supply, delivery and installation of ATM Flag-Type signage
 - Flexible substrate (single face) with translucent sticker, LED lighting fixtures and timer. Complete with tubular framings
 - Size: 1500mm x 1500mm x 200mm thk
1500mm x 450mm x 200mm thk

Note: Existing pylon post will be retained and repainted. Signage layout and design is subject to approval of DBP. CFMD shall provide the contractor the signed and approve signage for implementation

9. ROOFING WORKS

9.1. Repair of roofing

- 9.1.1. Surface preparation
- 9.1.2. Replacement of roof flashing (use 24 ga. Pre-painted G.I flashing in Beige color), tex screws and fasteners
- 9.1.3. Application of roof sealant
- 9.1.4. Miscellaneous (other accessories and consumables)

9.2. Roof repainting

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

Note: Follow the paint manufacturer's recommended surface preparation and application for best results.

9.3. Driveway roofing stairwell (fire exit stairs)

- 9.3.1. Reinforcement of roof framing and truss
- 9.3.2. Supply, delivery and installation of new roof flashing, gutter, fascia board and screws/fasteners.
- 9.3.3. Miscellaneous (other accessories and consumables)

10. WATERPROOFING WORKS

10.1. Waterproofing system

- 10.1.1. Application of elastomeric waterproofing system on RC gutter; inclusive of surface preparation, putty, reducer and 3 coats of elastomeric paint.

11. PLUMBING WORKS

11.1. Rehabilitation of client's toilet at ground floor

- 11.1.1. Inspection, cleaning and de-clogging of sanitary pipe lines; inclusive of dismantling, chipping and restoration works
- 11.1.2. Supply, delivery and installation of sink-mounted faucet in stainless steel finish

Location: PWD, Male and Female's Client Toilet

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12. MECHANICAL WORKS

12.1. Exhaust Systems

- 12.1.1. Dismantling and re-installation of existing ceiling-mounted exhaust fans

Note: Contractor to make sure no damages will/may occur during the removal/dismantling & installation of exhaust fans and wires, any damages take place may be charge accordingly

- 12.1.2. Supply, delivery and installation of 12" x 12" ceiling-mounted exhaust fans with grilles

Location: Employee's Toilet (Female)

13. ELECTRICAL WORKS

13.1. Supply, delivery and installation of lighting and fixtures

- 13.1.1. 9W LED bulb daylight E27 socket for 6" x 6" downlight fixture
13.1.2. 16W LED tube daylight for 600mm x 600mm mirrorized lighting fixture recessed mounted
13.1.3. 2-16W LED tube daylight for 600mm x 1200mm mirrorized lighting fixture recessed mounted
13.1.4. 2-16W LED tube daylight for 600mm x 1200mm mirrorized lighting fixture surface mounted
13.1.5. 1-gang Switch with plate
13.1.6. 2-gang Switch with plate
13.1.7. 5MP CCTV Camera

Note: Contractor to verify the location and dismantle the defective CCTV camera and ensure no damage will/may occur during dismantling and installation.

13.2. Supply, delivery and installation of pipes and conduits

- 13.2.1. 20mm Ø PVC pipe (3m/pc) with adaptor and locknut

13.3. Supply, delivery and installation of wires and cables

- 13.3.1. 3.5mm² THHN stranded wire (150m/roll)

13.4. Miscellaneous

- 13.4.1. Consumables (electrical tape, PVC cement, other accessories)

13.5. Others

- 13.5.1. Testing and commissioning

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 one (1) shall be reckoned within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP) or upon receipt of the /construction Permit issued by the Local Building Official, whichever comes first.

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

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.
4. 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.
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 Business Unit (DBP Tacloban Branch).
6. As soon as the Building Construction Permit is issued by the Office of the Building Official (OBO), the permit 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) 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;
 - 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
10. The Contractor must submit sample/s of materials/fixtures for approval by DBP before 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.

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 below:

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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 equal to the percentage of the total contract price used for the advance payment.
 - Retention money (10% of the total contract amount) is in accordance with the condition of the contract.
 - Appropriate/corresponding taxes.
- iv. Progress Billing Nos. 1 to 3 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
 - CARI 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
- vi. The Contractor shall issue an Official Receipt (OR) for every receipt of

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payment. Original copy of OR must be submitted to GDU-AdAD thru CFMD-Works Engineering Unit, DBP Head Office, Makati City.

Note:

- Other documents may be required in compliance with COA No. 2012-001 dated 14 June 2012.
- 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 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.	

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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%)
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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, DBP has the following options:

- a. Terminate the contract pursuant to the Guidelines on Termination of Contract and forfeit the erring Contractor's performance security.
- b. Allow the Contractor to continue the works without prejudice to the continued imposition of liquidated damages until the works have been completed.. This does not, however, preclude the DBP in resorting to Termination of Contract under Section 71.4 of the IRR of R.A. 12009.

IX. DOCUMENTARY REQUIREMENTS

1. Valid Mayor's Permit
2. Proof of PhilGEPS Registration
3. Valid Philippine Contractors Accreditation Board (PCAB) License:

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

4. Income/Business Tax Return
5. Omnibus Sworn Statement with Secretary's Certificate

X. OCULAR SITE INSPECTION

Ocular inspection is recommended for better appreciation of the project site and scope of works. Inspection schedule shall be coordinated with the Branch.

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