



TERMS OF REFERENCE

PROJECT: SUPPLY, DELIVERY AND INSTALLATION OF ACRYLIC SAFETY BARRIERS FOR TELLER AND NEW ACCOUNTS STATIONS

I. APPROVED BUDGET FOR THE CONTRACT

EIGHTY EIGHT THOUSAND TWO HUNDRED PESOS ONLY (₱88,200.00), inclusive of all applicable government taxes.

II. TECHNICAL SPECIFICATIONS/SCOPE OF WORK

DESCRIPTION	QUANTITY	UNIT
<ul style="list-style-type: none"> • 4 PANELS SAFETY ACRYLIC BARRIER FOR TELLERS STATIONS WITH A TOTAL AREA OF 5.6M (MALOLOS BRANCH) • 2 PANELS SAFETY ACRYLIC BARRIER FOR TELLERS STATIONS WITH A TOTAL AREA OF 2.8 (SAN JOSE DEL MONTE BLU) • 1 PANEL SAFETY ACRYLIC BARRIER FOR NEW ACCOUNTS STATIONS WITH A TOTAL AREA OF 1.6M (MALOLOS BRANCH) • 1 PANEL SAFETY ACRYLIC BARRIER FOR NEW ACCOUNTS STATIONS WITH A TOTAL AREA OF 1.2M (SAN JOSE DEL MONTE BLU) <ul style="list-style-type: none"> • 6mm thick clear acrylic • 0.90m acrylic height • Powder coated aluminum channels (white) • Glass silicone sealant • 10"x3"pigeon hole with sliding enclosure 	1	Lot
Labor and Installation Fee		
Delivery and Transportation		

III. DELIVERY/COMPLETION PERIOD

Within ten (10) calendar days upon receipt of Purchase Order (PO)/Notice to Proceed (NTP).

If the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) 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 (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the Contract, without prejudice to other courses of action and remedies open to it.

IV. CONDITION OF THE REPAIR

1. The Supplier shall ensure that the service and items delivered are in accordance with the approved Specifications/Scope of Works. DBP has the right to reject delivery if items delivered were found to be defective and not according to the required specifications.

2. DBP may terminate/cancel the PO/NTP when supplier fails to deliver, perform and comply with its obligation as required in the contract.
3. The Supplier/Contractor shall be fully responsible for the safety of his men and clearly understand and agree that no employer – employee relationship shall exist between the Supplier/Contractor’s men and DBP. Any damaged caused by the Contractor or its personnel to any property of DBP or injury or death to a third party shall be the sole responsibility of the Supplier/Contractor and the latter shall pay the cost or shoulder the burden thereof.
4. The DBP shall be free from any kind of claims, damages, liabilities or courses of action in the event the Supplier/Contractor violates any terms and conditions hereof, including any and all liabilities arising from the Supplier/Contractor’s non – compliance with the requirements of the Workmen’s Compensation, Social Security and other labor laws.

V. DOCUMENTARY REQUIREMENTS

The supplier must submit to DBP the following:

1. Signed Quotation
2. Valid and Current Business Permit
3. Valid and Current PhilGEPS Registration
4. Notarized Omnibus Sworn Statement

VI. PAYMENT

One-time payment via Manager’s Check or credit to DBP account upon completion of the project provided required documents are submitted.

Recommending Approval:

Approved by:


MANUEL B. CORONEL
Branch Head


FVP FRANCIS THADDEUS L. RIVERA
Head, BBG-Central Luzon