

## TECHNICAL SPECIFICATIONS

### PROCUREMENT OF CHRISTMAS GIVEAWAYS FOR DBP KIDAPAWAN BRANCH AND KIDAPAWAN LENDING CENTER CLIENTS

I. **Approved Budget: P 89,300.00**

II. **Technical Specifications:**

ITEM	DESCRIPTION	QTY
1	Box 1 - Coffee pouch, Egg Mug with DBP Logo, Coaster engraved DBP Logo with box and ribbon	66 Boxes
2	Box 2 - Egg Mug with DBP Logo with box and ribbon	116 Boxes

III. **Conditions of the Contract:**

1. The supplier shall ensure that the products are in accordance with the specifications required by DBP. DBP has the right to reject items not according to the required specifications / model.
2. DBP may terminate / cancel the PO when the Supplier/ Contractor fails to supply, perform and comply with its obligation as required for in the contract.
3. **Supply Period:** The Supplier shall supply the items within thirty (30) calendar days after receipt of the NTP/PO.
4. **Point of Delivery:** 1<sup>st</sup> Floor, DBP Building, Quezon Blvd cor. JP Laurel St., Kidapawan City

IV. **Payment:**

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g. Billing Statement / Statement of Account, Certification of Completion / Acceptance). Issuance of manager's check will be the mode of payment and processing of it will be a maximum of 30 days.
2. For every day delay, 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to supply the items on time.

V. **Other Requirements:**

Interested Suppliers/Contractors must submit the following:

1. Proposal or Quotation
2. Philgeps Certificate with Registration number
3. Valid/ current Mayor's / Business Permit
4. Preferably within Kidapawan and General Santos areas

**Approved By:**

  
**SM IVIE L. SABELLANO**

Head, Kidapawan Branch



Sample Egg Mug in a box



Sample Coaster and Coffee Pouch