



TECHNICAL SPECIFICATIONS

**SUPPLY AND DELIVERY OF FRESH FLOWERS
(PER TERMS OF REFERENCE)**

1. Approved Budget for Contract: Two Hundred Fifty-Four Thousand Seven Hundred Pesos (P254,700.00), inclusive of tax and delivery charge, based on the following:

Flower Arrangement	Quantity	Unit Cost	Total Cost
Three-Layer	15	8,100.00	P 121,500.00
Wreath	10	8,100.00	81,000.00
Long and low	10	2,600.00	26,000.00
Centerpiece	10	1,000.00	10,000.00
Mass arrangement	2	8,100.00	16,200.00
Total			P 254,700.00

2. Specifications

- a. Inaugural/ Congratulatory/ Anniversary
 - 1) Three-layer standing arrangement
 - 2) Arranged on a driftwood stand
 - 3) Height – minimum of seven (7) feet tall
 - 4) With mixed colorful spring flowers, e.g. oriental lilies, lisianthus, gerbera, carnation, jimba mums, roses

- b. Sympathy
 - 1) Wreath-type arrangement
 - 2) Diameter – minimum of three (3) feet
 - 3) With white radius mums with oriental lilies, carnation, gerberas, and white orchids at the top portion

- c. Other arrangements, as needed
 - 1) Long and low arrangement for rectangular table
 - a. Length – minimum of two (2) feet
 - b. With mixed colorful spring flowers, e.g. oriental lilies, lisianthus, gerbera, carnation, jimba mums, roses
 - 2) Centerpiece arrangement for round table
 - a. With mixed colorful spring flowers, e.g. oriental lilies, lisianthus, gerbera, carnation, jimba mums, roses
 - 3) Mass flower arrangement as the need arises
 - a. Inclusive of the following:
 - One (1) rostrum arrangement – minimum height of two (2) feet
 - One (1) altar arrangement – minimum length of two and a half (2 ½) feet and minimum height of two (2) feet
 - Two (2) bouquets/ offering baskets
 - b. With mixed colorful spring flowers, e.g. oriental lilies, lisianthus, gerbera, carnation, jimba mums, roses



3. Delivery Date and Location: Specific dates, times, and locations shall be advised by the DBP Corporate Affairs Department to the supplier, as the need arises. *p m*
4. Other requirements
 - a. Supplier must deliver the specified flower arrangements by the dates and times specified by the DBP Corporate Affairs Department
 - b. Supplier shall ensure the freshness of flowers in specified flower arrangements.
 - c. Supplier must be PHILGEPS-registered.
 - d. Supplier must submit the following: Mayor's Permit for the current year; VAT returns; and Omnibus Sworn Statement
5. Terms of Contract
 - a. Contract with supplier shall commence upon acceptance of the Purchase Order (P.O.) to run for one year, or until consumption of the contracted value, whichever comes first.
 - b. The Development Bank of the Philippines may terminate/ cancel the abovementioned P.O. if supplier fails to deliver, conform, or comply with its obligations as required for the said contract.
6. Payment Schedule
 - a. Payment shall be made to supplier per every delivered flower arrangement and after due certification by the DBP Corporate Affairs Department that said deliverable is in conformance with the herein described technical specifications.
 - b. Failure of supplier to deliver specified flower arrangements on specified dates and times shall be subjected to applicable penalty.

Recommended by:

Signed

AM JAYVÉE P. CORTEZ
Acting Head, Media and Advertising Unit
Per Office Order No. 236 dated June 07, 2022

Approved by:

Signed

FVP ZANDRO CARLOS P. SISON
Head, Corporate Affairs Department