



**DEVELOPMENT BANK OF THE PHILIPPINES
BALANGA BRANCH, BALANGA CITY, BATAAN**

TERMS OF REFERENCE

**SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) UNIT ATM CLADDING FOR
DBP BALANGA OFF-SITE ATM**

I. APPROVED BUDGET FOR THE CONTRACT

Seventy Thousand Pesos Only – P 70,000.00 (inclusive of VAT and applicable government taxes).

II. TECHNICAL SPECIFICATIONS:

A. ATM Wall Type Cladding – One (1) unit (see Annex A)

- 6mm thk. clear acrylic (front) and 3mm thk. clear acrylic (side and back)
- Translucent sticker and decals
- Complete with LED lighting fixture, electrical wirings, plug and switch
- Pantone color: 3630-157 Sultan blue and 3630-73 Dark red

Note:

1. Supplier must verify the actual ATM measurements before fabrication.
2. Dismantling/removal of existing ATM cladding
3. ATM cladding should be fully lighted and securely mounted on the wall
4. Decals should be computer cutout with lamination
5. Remove left over construction materials and debris
6. Tapping of electrical wirings to existing power supply (if applicable)

III. CONDITIONS OF THE CONTRACT:

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by DBP. DBP has the right to reject the delivered items if found defective and not according to the required specifications.
2. The Supplier shall secure and pay all required permit fees, licenses and taxes with no additional costs to DBP, and shall comply with all laws, local ordinances, and related government regulations relative to the project.
3. The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
4. **Delivery Period:** The Supplier shall complete the project within seven (7) calendar days after receipt of Notice to Proceed (NTP).
5. **Point of Delivery:** Plaza, Abucay, Bataan
6. **Warranty:** One (1) year warranty upon completion of all works.
7. **Retention:** The obligation for the six (6) months warranty reckoned from the date of completion, shall be covered by either retention money or special bank-

guarantee equivalent to ten percent (10%) of the total contract amount. The remaining warranty shall be covered by paper warranty.

IV. DOCUMENTARY REQUIREMENTS

The supplier must submit to DBP the following:

1. Valid and Current Business Permit
2. Proof of PhilGEPS Registration
3. Signed Quotation
4. Notarized Omnibus Sworn Statement signed by owner / authorized representative. *(To be notarized within the posting period)*
5. For Sole Proprietorship, duly notarized Special Power of Attorney, if to designate a representative; or For Corporation, duly Notarized Board Resolution/Secretary's Certificate designating authorized representative

V. PAYMENT

1. One-time, full payment shall be issued upon completion of all works.
2. When the Supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Supplier shall be liable for damages for the delay and shall pay DBP liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DBP as stated in the Revised IRR Annex E of R.A. 9184.

VI. OGCC REVIEW

The agreement to be executed by the parties in relation to the project is still subject to the review of the Office of the Government Corporate Counsel (OGCC). Accordingly, the parties agree to supplement/amend this Agreement which the OGCC may impose in its review/clearance Memorandum, with effect from the date of signing hereof, subject to the foregoing.

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Recommended by:

Signed
ORLANDO I. SANTIAGO
Branch Services Officer

Approved by:

Signed
SAVP MA. CRISTINA S. PIMPINIO
Branch Head