

TERMS OF REFERENCE

ONE (1) LOT SUPPLY, DELIVERY AND INSTALLATION OF GLASS PANEL AND SECURITY FILM OF DBP SUBIC BRANCH

I. APPROVED BUDGET FOR THE CONTRACT:

SIXTY-SIX THOUSAND THREE HUNDRED FOUR PESOS AND 26/100 - Php 66,304.26 (inclusive of ALL applicable government taxes)

II. TECHNICAL SPECIFICATIONS/SCOPE OF WORKS:

Supply, delivery and installation of glass panel and security film: (see Annex A)

- Glass panel: 12mm thick tempered glass panel with concealed aluminum clip holder on top and bottom
- Security film: 8 mils (0.008 inches) thick nominally, clear and shall look seamless upon installation

- Notes:*
1. *Gaps and glass terminations shall be properly sealed with silicone sealant*
 2. *Contractor shall verify actual measurements prior to glass fabrication.*
 3. *Contractor shall examine and clean the glass surface from dust before installation of security film*
 4. *The security film shall be installed according to manufacturer's instruction*
 5. *Dismantling of the existing cracked glass panel prior to installation of the new glass panel and security film*
 6. *Site cleaning and disposal of broken glass.*

III. CONDITIONS OF THE CONTRACT:

1. The Supplier shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications/model.
2. The DBP may terminate/cancel the Purchase Order (PO) and Notice to Proceed (NTP) when the Supplier fails to deliver, perform and comply with its obligation.
3. **Delivery Period:** The Supplier shall complete the supply, delivery and installation of glass panel and security film within **seven (7) calendar days** upon receipt of Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Subic Branch, Unit No.109 Ground Floor Wow World Complex, Rizal Highway, Central Business District, Subic Bay Freeport Zone
5. **Warranty:** One (1) year warranty upon acceptance of items by DBP.

IV. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- Proposal/Quotation
- Proof valid and updated PhilGEPS Registration
- Valid and updated Mayor's/Business Permit
- Omnibus Sworn Statement
- Signed Request for Quotation (RFQ)

V. PAYMENT:

ONE-TIME, FULL PAYMENT via Manager's Check or Credit to Account shall be processed be after completion of the project subject to submission of following complete documents:

- Project Pictures
- Invoice/Billing Statement
- Certificate of Completion/Acceptance

VI. LIQUIDATED DAMAGES:

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 the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DBP. DBP need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

Recommended by:

Signed
ANA LYN B. GUINTO
Acting Head, Telling and Cashiering

Approved by:

Signed
FVP FRANCIS THADDEUS L. RIVERA
HoPE/ Head, BBG- CL