

**REQUEST FOR QUOTATION**

The Development Bank of the Philippines (DBP), through its Regional Bids and Awards Committee – Northern Luzon, will undertake a Small Value Procurement for the **“Supply, Delivery, and Installation of Signages and Tellers’ Backwall for DBP Baguio BLU”** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 12009.

The details of the projects/activities/programs are as follows:

Name of Project:	Supply, Delivery, and Installation of Signages and Tellers’ Backwall for DBP Baguio BLU
Location	DBP Training Complex, Romulo Drive, Baguio City
Contract Period	Thirty (30) calendar days upon signing of the Notice to Proceed
Scope of Works	See attached “Annex A” for the Scope of Works (SOW)
Approved Budget for the Contract	Three Hundred Twenty Thousand Pesos (₱320,000.00), inclusive of all taxes

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) on or before 8:00 A.M. of September 9, 2025. Open quotations may be submitted at DBP Baguio Branch, 1F DBP Building, Lower Session Road, Baguio City or through email address [baguio@dbp.ph](mailto:baguio@dbp.ph) and [axpcacho@dbp.ph](mailto:axpcacho@dbp.ph)

The project shall be awarded to the supplier/s determined to have submitted the single or lowest and responsive quotation. The proponent/s with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the documents noted in the Scope of Works before award of the project/contract:

For inquiry, you may contact Mgr. Ariane Xyrrille P. Cacho of DBP Baguio Branch at Telephone Nos. (074) 442-5305, (074) 442-2550, (074) 442-4987.

SIGNED

**MARIA DOLORES C. GUEVARA**

First Vice President

Head, BBG-Northern Luzon

**Annex A**

**PROJECT :** SUPPLY, DELIVERY AND INSTALLATION OF SIGNAGES AND TELLERS BACKWALL FOR DBP BAGUIO BLU  
**LOCATION :** ROMULO DRIVE, BAGUIO CITY, BENGUET  
**SUBJECT :** TECHNICAL SPECIFICATIONS

**MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT (GOODS & SERVICES)**

**I. APPROVED BUDGET FOR THE CONTRACT:**

**THREE HUNDRED TWENTY THOUSAND PESOS - Php 320,000.00** (inclusive of VAT/applicable taxes)

**II. TECHNICAL SPECIFICATIONS:**

Item No.	Particulars	Quantity	Specifications
<b>Wall finishes</b>			
1	Sticker wall on sintra board backing	1 lot	Vinyl Matte Finish Sticker on Sintra Board Backing Color: Sultan Blue 3630 – 175 (See approved signage details / layout)
<b>Specialties</b>			
2	Horizontal façade signage	1 set	See approved signage details / layout (Curved Signage)
3	DBP logo (interior)	1 set	See approved logo and tag line details / layout

Item No.	Particulars	Quantity	Specifications
<b>SPECIALTIES</b>			
<b>Posters</b>			
1	Sintra Board - "Temporary Unavailable"	1 set	a.) Signage shall be made of 1/4" thick sintra board with print on one side b.) Refer to signage details for design and location.
<b>Signs and Paraphernalia</b>			
2	Signs and Paraphernalia - "Authorized Personnel Only"	1 set	a.) Signage shall be made of 1/4" thick clear acrylic with print on back side b.) Refer to signage details for
3	Signs and Paraphernalia - "Fire Extinguisher"	2 set	
4	Signs and Paraphernalia -	2 set	

**SUPPLY, DELIVERY AND INSTALLATION OF SIGNAGES AND TELLER'S BACKWALL FOR DBP BAGUIO BLU**

	"Open/Closed"		design, mounting height and location.
5	Signs and Paraphernalia - "Teller's Counter No. 1"	1 set	
6	Signs and Paraphernalia - "Teller's Are Not Allowed Custody of Passbook" (standee)	1 set	
7	Signs and Paraphernalia - "Please Count Your Money Before Leaving" (standee)	1 set	
8	Signs and Paraphernalia - "Clearing Cut-off Time" (standee)	1 set	
9	Signs and Paraphernalia - "Priority Lane" (standee)	1 set	
10	Signs and Paraphernalia - "Public Assistance Help Desk" (standee)	1 set	
11	Signs and Paraphernalia - "New Accounts Section"	2 sets	
12	Signs and Paraphernalia - Peso-Dollar Exchange Rate Board	1 set	
13	Signs and Paraphernalia - "Date Board with Inserts" (standee)	1 set	
14	Signs and Paraphernalia - "Turn Off Lights When Not In Use"	1 set	
15	Signs and Paraphernalia - Evacuation Plan	3 sets	
16	Main Door Decals	1 set	a.) Decals shall be computer cut-out and wet-type installation. b.) Refer to decals details.
17	Security film	30 sq. ft	a.) Security film shall be 8 mils (0.008 inches) thick nominally, clear

### 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)/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 signages and tellers backwall within **thirty (30) calendar days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
4. **Point of Delivery:** DBP Training Complex, Romulo Drive, Baguio City, Benguet
5. **Warranty:** One (1) year warranty upon acceptance of items by DBP.

### SUPPLY, DELIVERY AND INSTALLATION OF SIGNAGES AND TELLER'S BACKWALL FOR DBP BAGUIO BLU

#### **IV. DOCUMENTARY REQUIREMENTS:**

Interested Supplier/s must submit the following documents:

- Proposal/Quotation
- Proof PhilGEPS Registration
- 2025 Mayor's/Business Permit
- Omnibus Sworn Statement
- Secretary Certificate (for Supplier under Partnership/Corporation)

#### **V. PAYMENT:**

**ONE-TIME, FULL PAYMENT** 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 (as applicable)

#### **VI. LIQUIDATED DAMAGES:**

The supplier, manufacturer, or distributor shall deliver the goods procured within the period as specified in the Contract.

Liquidated damages shall be imposed if any or all of the contracted Goods remain undelivered on the specified date, including the duly granted extensions.

When the supplier, manufacturer, or distributor fails to satisfactorily deliver the goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier, manufacturer, or distributor shall be liable for liquidated damages in 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 the Procuring Entity. The Procuring Entity 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 the supplier, manufacturer, or distributor, or collected from any securities or warranties posted by the supplier, manufacturer, or distributor, whichever is convenient to the Procuring Entity. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

If delays are likely to be incurred beyond its control, the supplier, manufacturer, or distributor shall promptly notify the Procuring Entity in writing, providing details of the causes and duration of the expected delay. The Procuring Entity may, at its discretion, grant a time extension based on meritorious grounds, with or without the imposition of liquidated damages.

Recommended by:

SIGNED

**MGR. ARIANE XYRILLE P. CACHO**

Head, Baguio Branch  
(per latest MAA dated 2 June 2022)

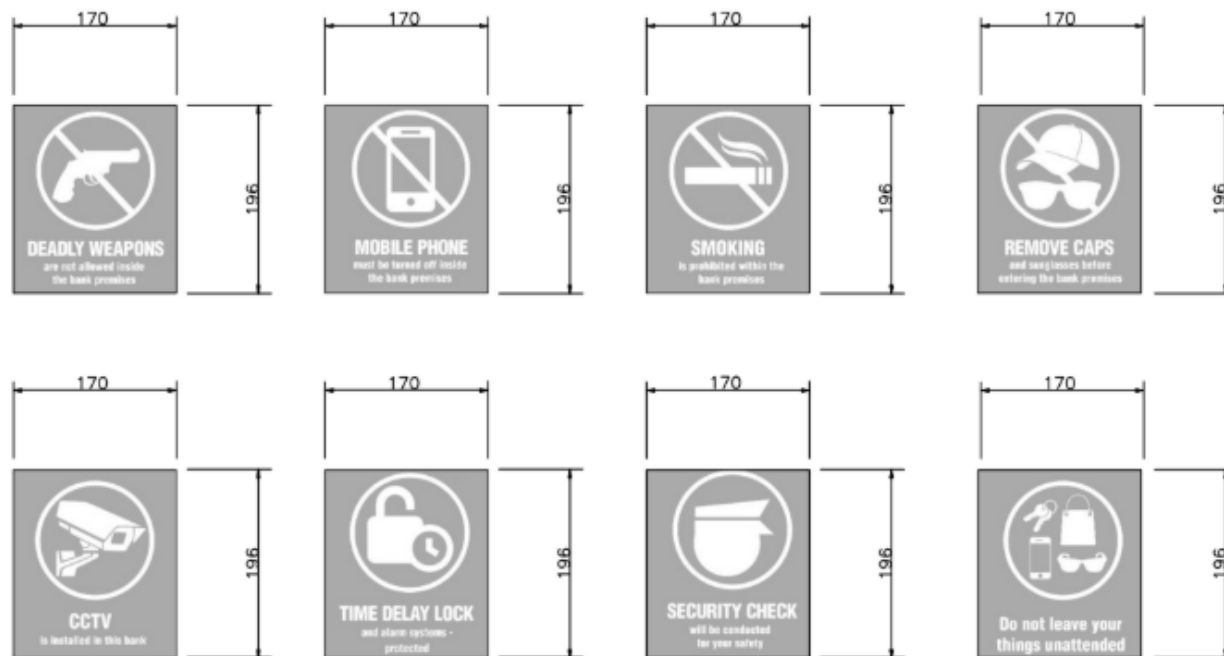
Approved by:

SIGNED

**FVP MARIA DOLORES C. GUEVARA**

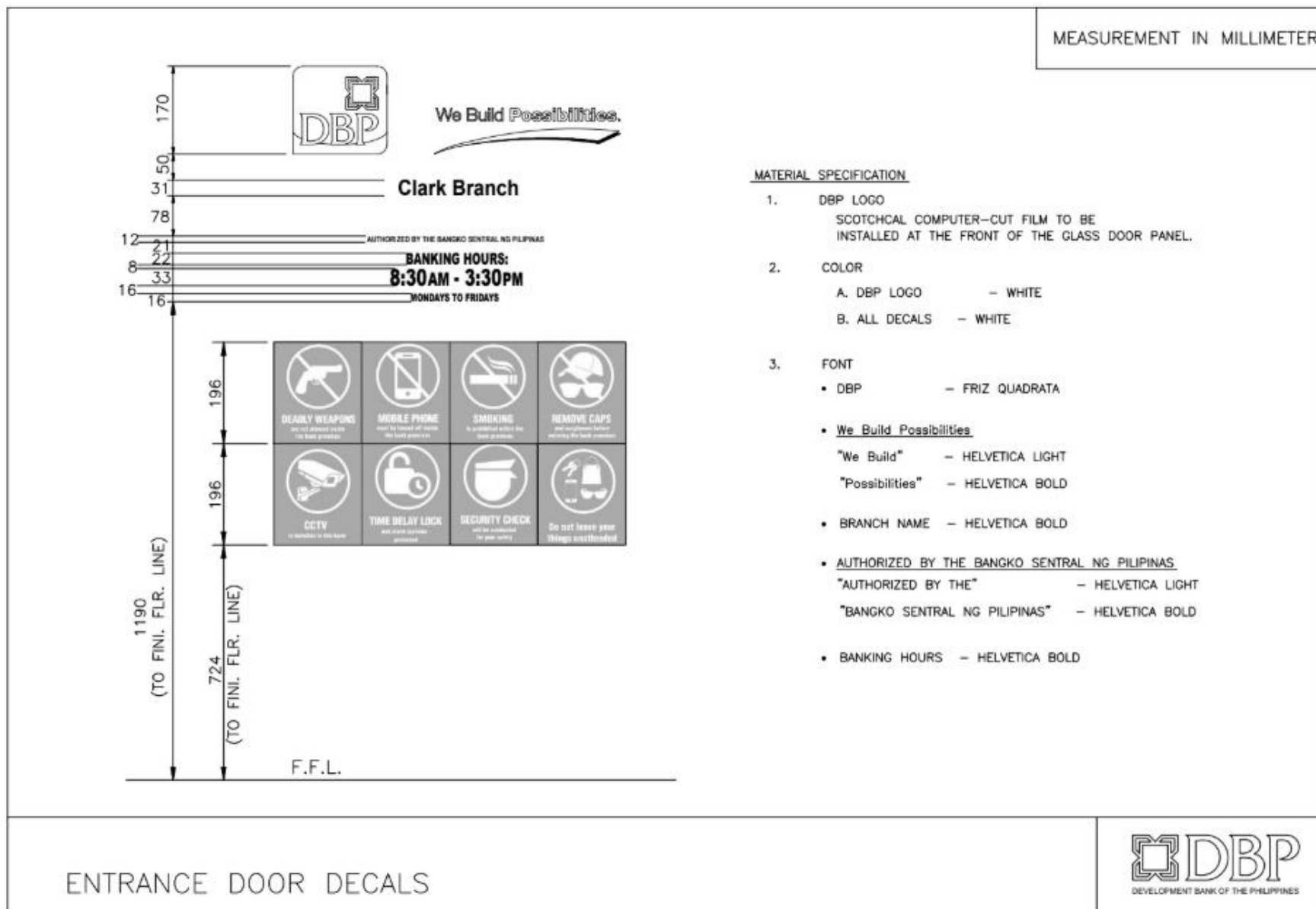
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(per latest MAA dated 2 June 2022)

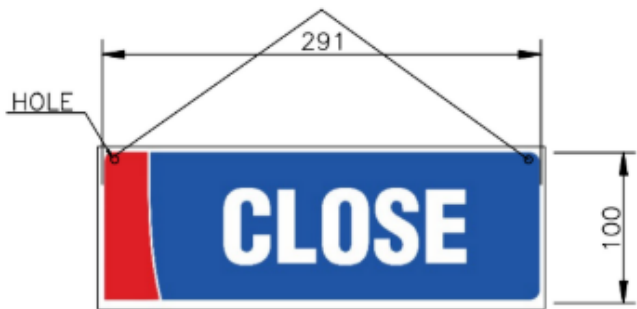
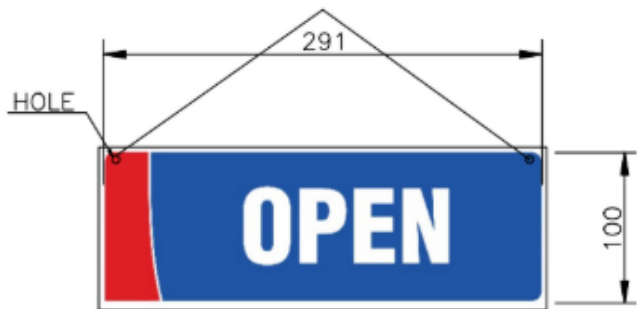

MEASUREMENT IN MILLIMETER



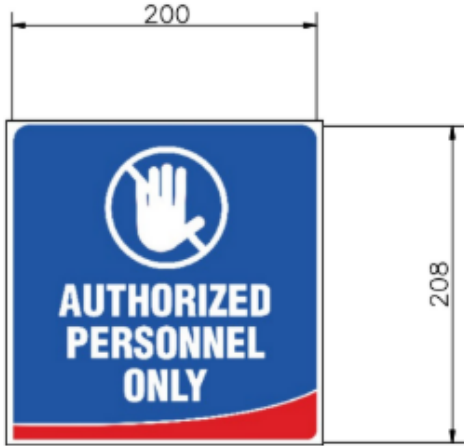
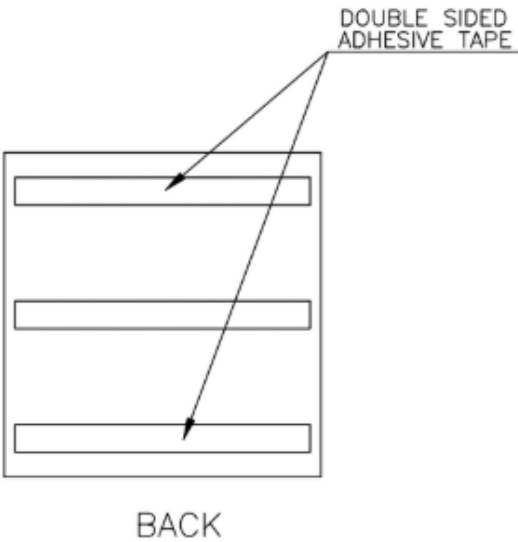

ENTRANCE DOOR DECALS

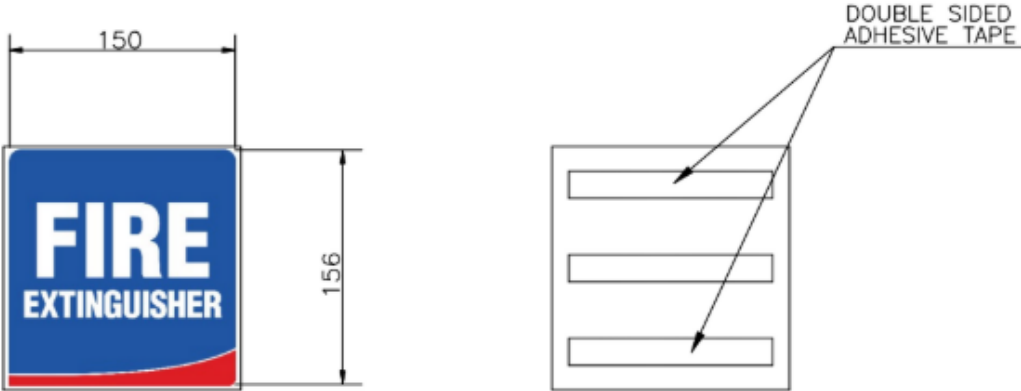





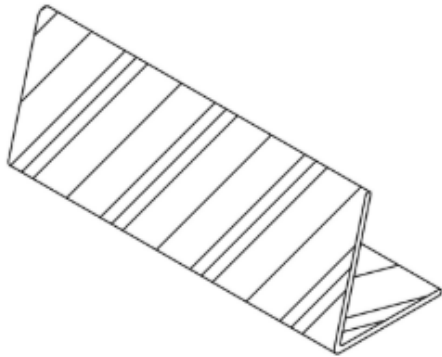
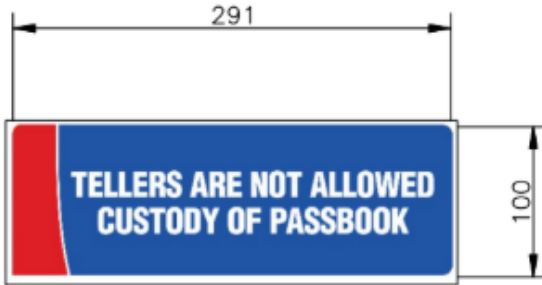
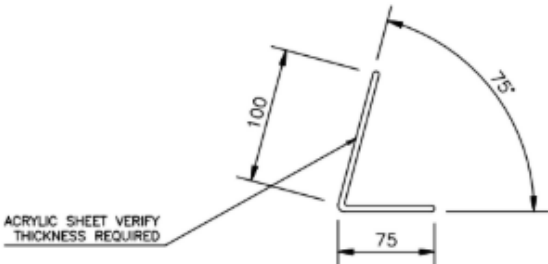

MEASUREMENT IN MILLIMETER	
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SPECIFICATION	6MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING PROVIDE SUCTION CUP AND CHAIN STRING
LOCATION	DOOR ENTRY
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>OPEN/CLOSE</div> <div>  <p>DEVELOPMENT BANK OF THE PHILIPPINES</p> </div> </div>	

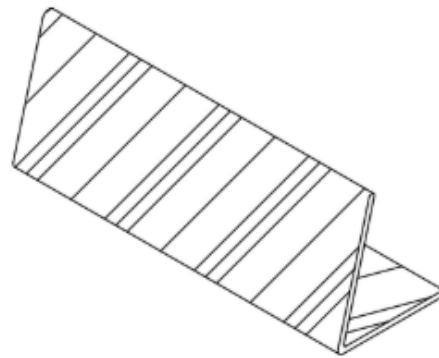
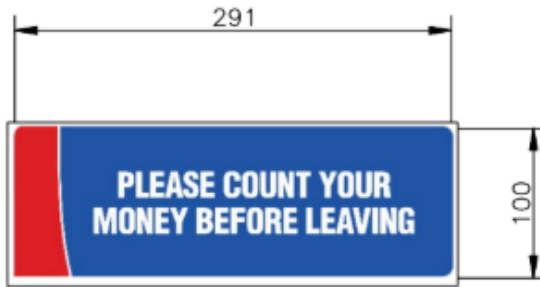
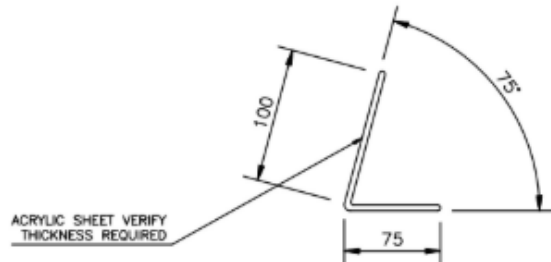



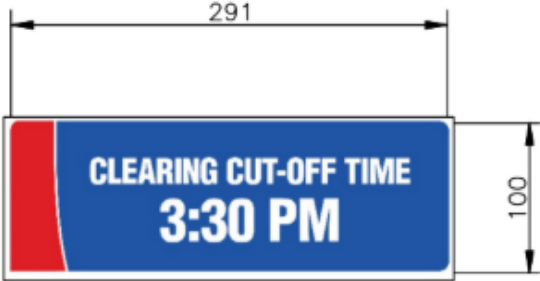
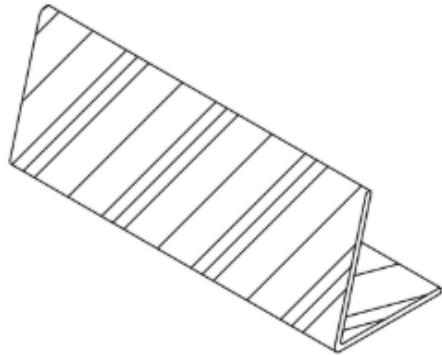
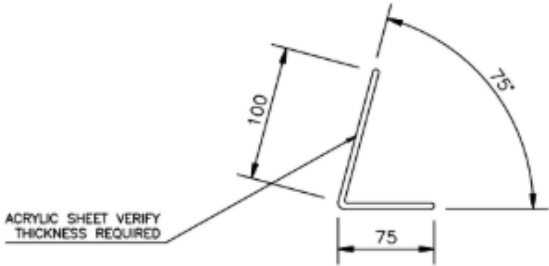

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SPECIFICATION	4.5MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING WITH DOUBLE SIDED ADHESIVE TAPE	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	CUBICLE/DOOR	
AUTHORIZED PERSONNEL ONLY		


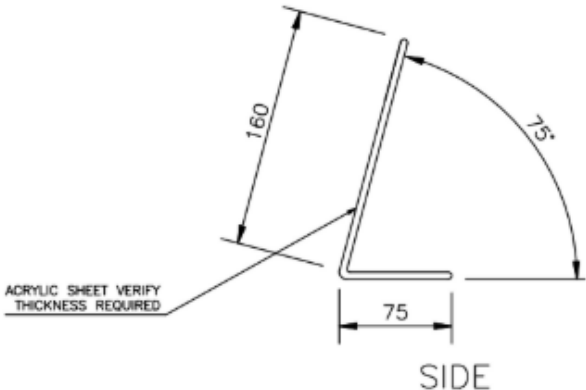

MEASUREMENT IN MILLIMETER		
		
BACK		
SPECIFICATION	4.5MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING WITH DOUBLE SIDED ADHESIVE TAPE	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	WALL	
FIRE EXTINGUISHER		

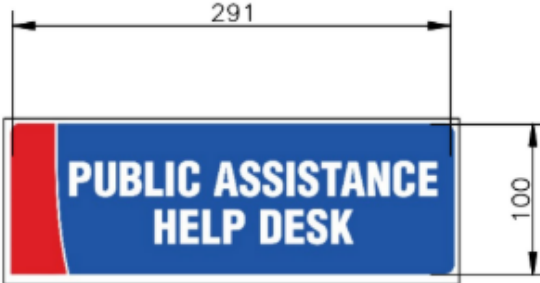
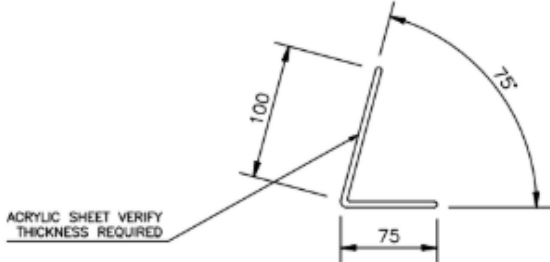

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MEASUREMENT IN MILLIMETER			
		ISOMETRIC	
			
		SIDE	
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING		COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	TELLERS' COUNTER		
TELLERS ARE NOT ALLOWED CUSTODY OF PASSBOOK (STANDEE)			

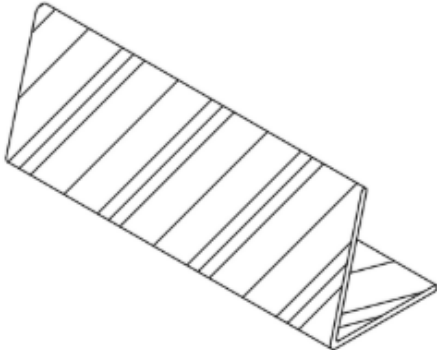
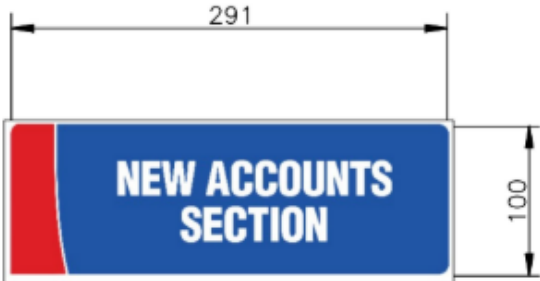
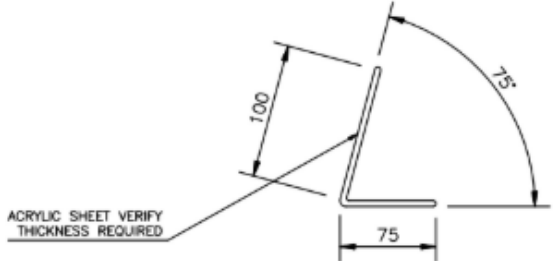

MEASUREMENT IN MILLIMETER			
		ISOMETRIC	
			
		SIDE	
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING		COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	TELLERS' COUNTER		
PLEASE COUNT YOUR MONEY BEFORE LEAVING (STANDEE)			

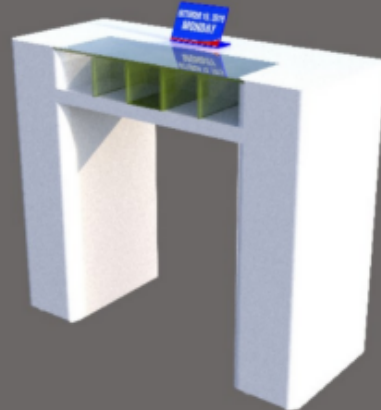
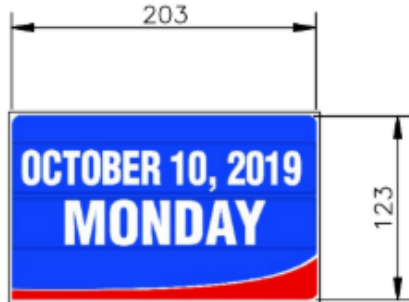
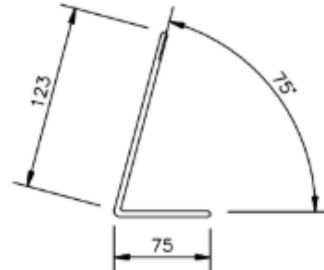

MEASUREMENT IN MILLIMETER			 ISOMETRIC
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA	 SIDE
LOCATION	TELLERS' COUNTER		
CLEARING CUT-OFF TIME (STANDEE)			


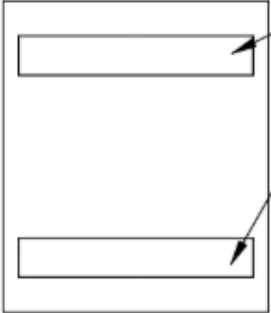

MEASUREMENT IN MILLIMETER		
<div style="display: flex; justify-content: space-around; align-items: center;">   </div>		
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	TELLERS COUNTER	
PRIORITY LANE (STANDEE)		

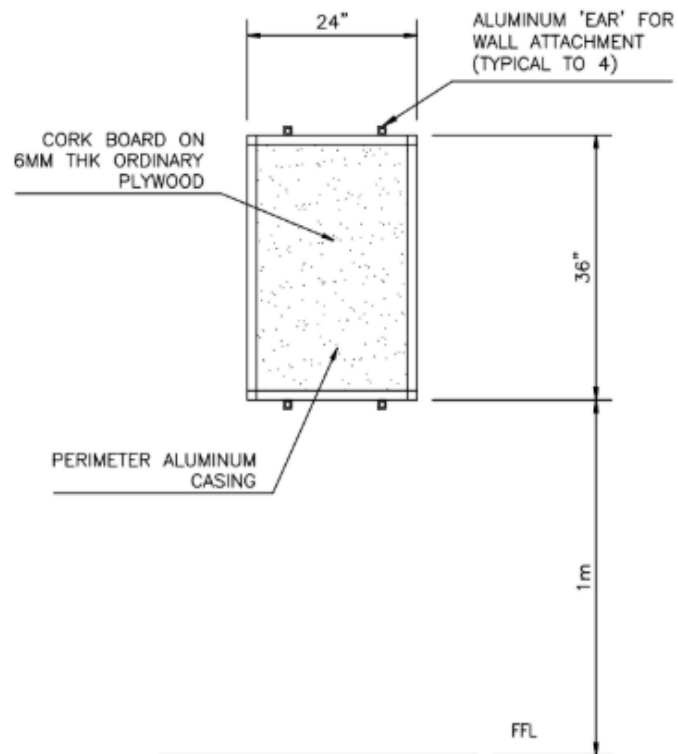
MEASUREMENT IN MILLIMETER		
<div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center;">SIDE</p>		
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	TELLERS COUNTER	
PUBLIC ASSISTANCE HELP DESK (STANDEE)		



MEASUREMENT IN MILLIMETER			
		ISOMETRIC	
			
		SIDE	
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING		COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	NEW ACCOUNTS		
NEW ACCOUNTS SECTION (STANDEE)			

MEASUREMENT IN MILLIMETER			
		 <p style="text-align: center;">SIDE</p>	
SPECIFICATION	4.5MM THK. ACRYLIC (ROUNDED EDGES) WITH DATE AND NUMBER INSERTS	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA	
LOCATION	TOP OF SLIP FORM COUNTER		
DATE BOARD (STANDEE)			

MEASUREMENT IN MILLIMETER		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>120</p> <p>145</p> </div> <div style="text-align: center;">  <p>DOUBLE SIDED ADHESIVE TAPE</p> <p>BACK</p> </div> </div>		
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING WITH DOUBLE SIDED ADHESIVE TAPE	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	WALL NEAR LIGHT SWITCHES	
TURN OFF LIGHTS		



BULLETIN BOARD  
ELEVATION

BULLETIN BOARD









**PERSPECTIVE**

**SPECIFICATIONS :**

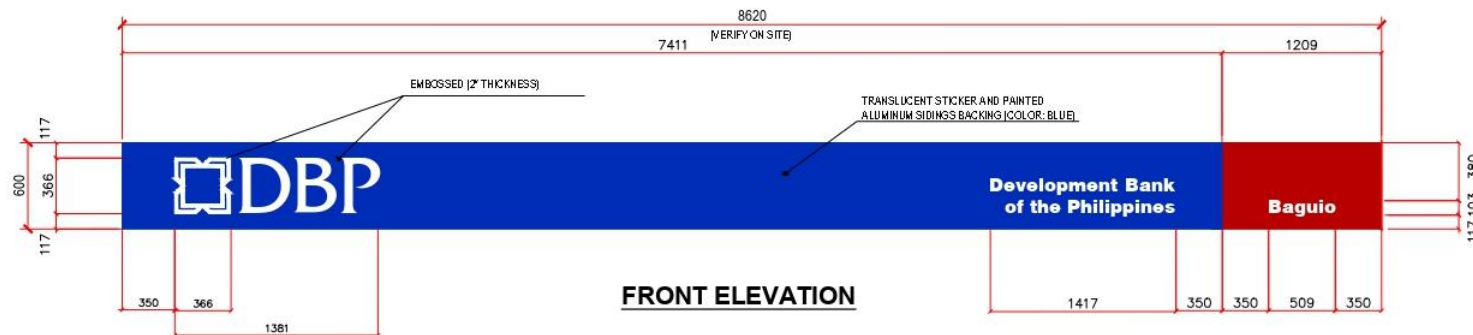
- SINGLE FACE ILLUMINATED SIGNAGE USING FLEXIBLE SUBSTRATE WITH TRANSLUCENT STICKER AND PAINTED ALUMINUM CASING, COMPLETE WITH LED LIGHTING FIXTURE AND TIMER
- SIZE:  
FRONT: 8620mm (L) x 600mm (H) x 200mm (THK)
- FLEXIBLE SUBSTRATE: SEAMLESS, COLOR: WHITE
- TRANSLUCENT STICKER: WET TYPE, COMPUTER CUT-OUT, COLOR FOR BACKGROUND: 3630-157 SULTAN BLUE AND 3630-73 DARK RED, COLOR FOR TEXT/FONT: WHITE
- SIGNAGE CASING: LIFT-UP TYPE, 1" x 1/2" x 1.5mm TUBULAR FRAMING WITH PAINTED ALUMINUM SHEET BACKING AND PAINTED ALUMINUM SIDINGS (COLOR: BLUE)
- DBP LOGO: ACRYLIC PLASTIC, EMBOSSED, COLOR: WHITE  
FOR BACKGROUND - 3630-157 SULTAN BLUE, 3630-73 DARK RED

**FONT :**

FOR "DBP" .....FRIZ QUADRATA (MEDIUM)  
FOR "Development Bank of the Philippines" .....HELVETICA REGULAR BLACK  
FOR "Baguio" .....HELVETICA REGULAR BLACK

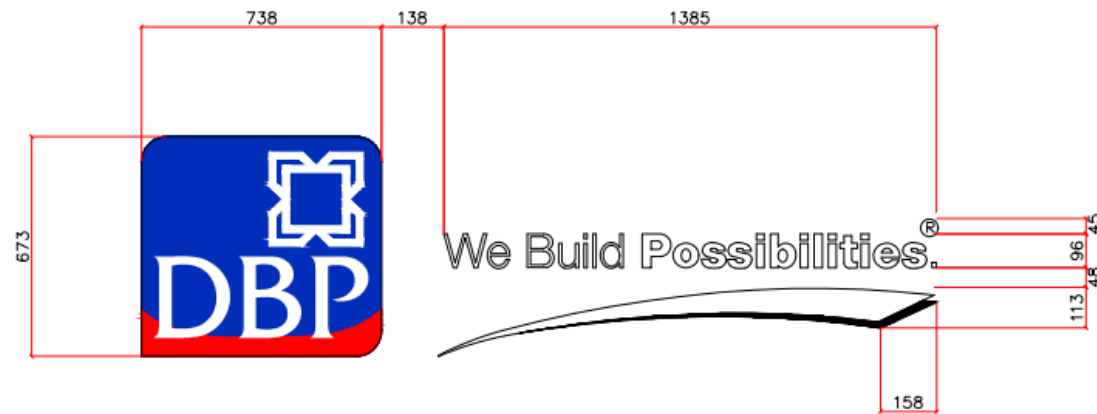
**NOTES :**

1. ALL LAYOUT DESIGN IS SUBJECT FOR APPROVAL BY DPB
2. VERIFY ACTUAL MEASUREMENT ON SITE BEFORE FABRICATION/ INSTALLATION
3. OBSERVE PROPER SCALING (IE., TEXT HEIGHT, TEXT SPACING)
4. CURVED SIGNAGE



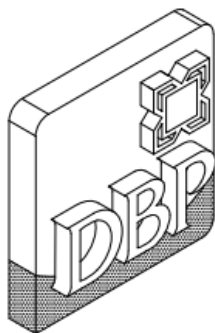
**HORIZONTAL SIGNAGE DETAILS**

N T S

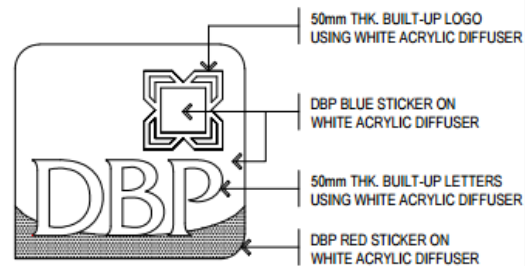


**LOGO AND TAG LINE DETAILS**

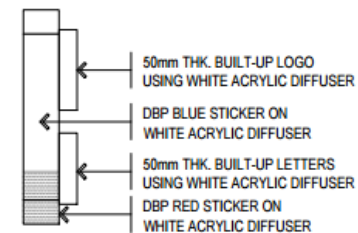
- NOTES:**
1. ALL LAYOUT DESIGN IS SUBJECT FOR APPROVAL BY DPB
  2. VERIFY ACTUAL MEASUREMENT ON SITE BEFORE FABRICATION/ INSTALLATION
  3. OBSERVE PROPER SCALING (IE., TEXT HEIGHT, TEXT SPACING)
  4. VINYL STICKER FOR CORPORATE IDENTITY WALL MUST BE COMPUTER PRINTED



**ISOMETRIC VIEW**



**FRONT VIEW**



**SIDE VIEW**



**DBP LOGO DETAILS**

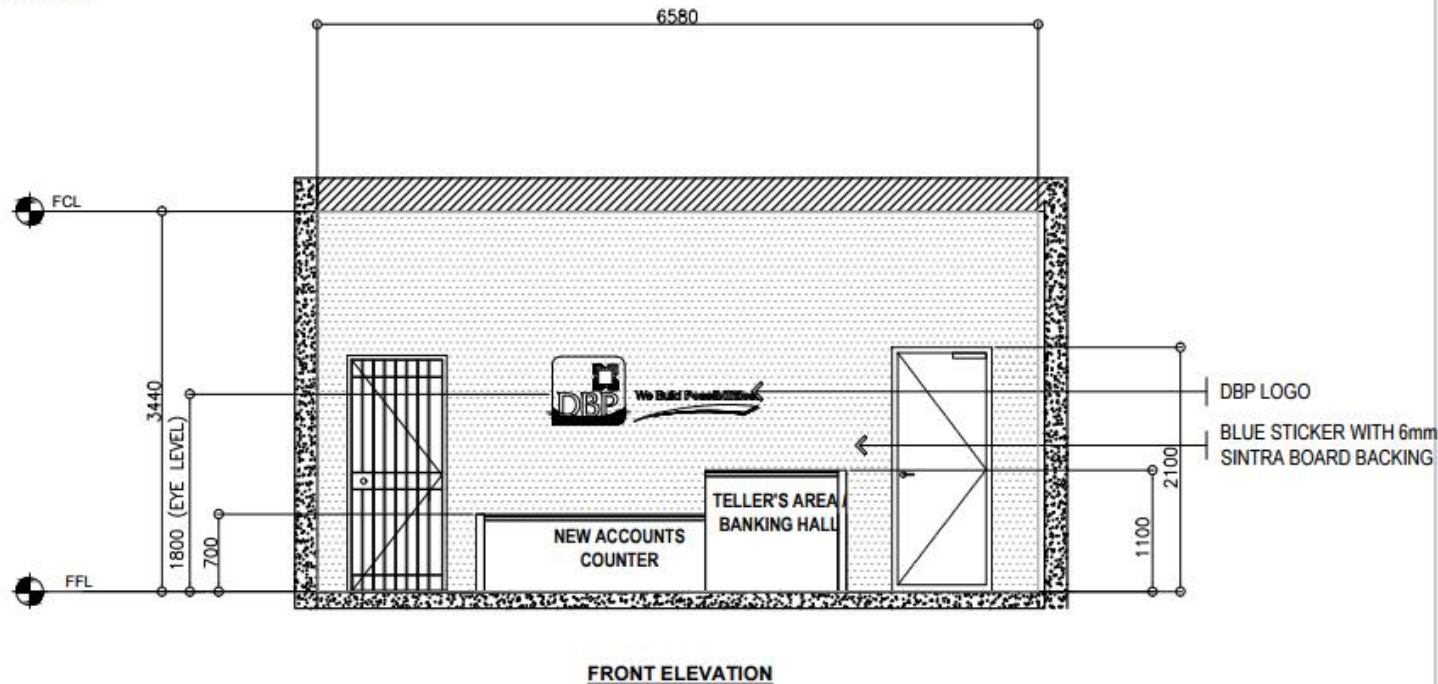


#### BACKWALL SPECIFICATIONS :

- MATTE FINISH VINYL STICKER ON 6mm DENT-RESISTANT SINTRA BOARD
- SIZE: 6580mm (W) x 3440mm (H) - VERIFY ON SITE
- FONT FOR "DBP" - FRIZ QUADRATA
- FONT FOR "We Build Possibilities" - HELVETICA REGULAR BLACK
- COLOR CODE:
  - FOR BACKGROUND: 3630-157 SULTAN BLUE,
  - 3630-73 DARK RED
  - COLOR FOR TEXT/FONT: WHITE

#### DBP LOGO SPECIFICATIONS

- SEE DETAILS



#### NOTES :

1. ALL LAYOUT DESIGN IS SUBJECT FOR APPROVAL BY DPB
2. VERIFY ACTUAL MEASUREMENT ON SITE BEFORE FABRICATION/ INSTALLATION
3. OBSERVE PROPER SCALING (IE., TEXT HEIGHT, TEXT SPACING)
4. VINYL STICKER FOR CORPORATE IDENTITY WALL MUST BE COMPUTER PRINTED

**Annex B****PRICE QUOTATION FORM**

---

The Regional Bids and Awards Committee  
Development Bank of the Philippines  
Branch Banking Group – Northern Luzon  
Lower Session Road  
Baguio City, Benguet

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Qty	Unit	Unit Cost	Total Price
Supply, Delivery, and Installation of Signages and Tellers' Backwall for DBP Baguio BLU	1	lot		
<b>Total</b>				
<b>Amount in Words</b>				

The above-quoted prices are inclusive of all costs and applicable taxes.

---

Name of Company

---

Name/Signature of Representative

---

Contact No.



Name of Project	
-----------------	--

I, \_\_\_\_\_, (Address) \_\_\_\_\_,  
(Contact Number) \_\_\_\_\_, (Email Address) \_\_\_\_\_ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**<sup>1</sup> and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

**ADDITIONAL INFORMATION**

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: [info@dbp.ph](mailto:info@dbp.ph).

<sup>1</sup>**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.