



Development Bank of the Philippines

Pototan Branch, Pototan, Iloilo

## REQUEST FOR QUOTATION

Date: August 1, 2025

RFQ No.: 716 2025-017

Development Bank of the Philippines – Pototan Branch, through its Bids and Awards Committee will undertake small value procurement in accordance with Section 52.1(b) of the implementing rules and regulations of Republic Act No. 9184 for the supply, delivery and installation of Signage with the following description:

ITEM NO.	QTY.	UNIT	DESCRIPTION
1	1	Lot	Supply, Delivery, and Installation of one Signage

The Approved Budget for the supply, delivery and installation of Signage is **Php 100,000.00**

Price offers exceeding the Approved Budget for the supply, delivery and installation of Signage shall be automatically disqualified. Total price quotation shall be inclusive of taxes.

Submission of quotation and eligibility documents is on or before **September 1, 2025** at DBP Pototan Branch, Milagros Bldg., R.Y. Ladrido St., Brgy. San Jose Ward, Pototan, Iloilo . Open submission may be submitted manually or through our email: [pototan@dbp.ph](mailto:pototan@dbp.ph).

For inquires, you may contact us at telephone nos. (033) 529-7462 or (033) 332-1487.

Very truly yours,

ORIGINAL SIGNED

AM RAYMUND CAESAR P. ANORA  
Acting Branch Head – Pototan Branch



**PROJECT : SUPPLY, DELIVERY, AND INSTALLATION OF HORIZONTAL SIGNAGE**  
**LOCATION : DBP - POTOTAN BRANCH**  
**SUBJECT : SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

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

ONE HUNDRED THOUSAND PESOS ONLY

Pesos (₱ 100,000.00 )

Inclusive of VAT/applicable taxes.

**II. SCOPE OF WORKS:**

The project involves the replacement/ installation of horizontal signage at DBP POTOTAN BRANCH Branch. The Supplier shall provide all labor, materials, tools, equipment, scaffoldings and supervision required to undertake the following:

**1. Dismantling Works**

- Safe and orderly removal of the existing horizontal signage.
- Proper disposal of dismantled materials and construction debris.

**2. Supply, Delivery, and Installation**

- Safe and proper delivery of horizontal signage.
- Preparation of necessary tools and hardware for installation.
- Secured and stable mounting of supports.
- Accurate placement and alignment of signage.
- Tapping to existing power supply

**3. Site Restoration**

- Cleaning of all work areas.

**Notes:**

- Supplier must check and assess the site and verify measurements prior to fabrication and installation.
- Supplier must remove left over materials and debris from work area
- All dismantled materials shall be turned over to DBP

**III. TECHNICAL SPECIFICATIONS: (See Annex A)**

- Signage dimensions: refer to attachment (length x height x thickness)
- Single face lighted signage
- Flexible substrate with translucent film sticker
- Complete with LED lighting fixture and timer
- Signage casing made of 1" x 1" x 1.5mm B.I. tubular framing with painted aluminum siding and sheet backing

**IV. 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 new horizontal signage within Thirty-one (31) calendar days after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
4. **Warranty:** The warranty period for this item is one (1) year from the date of Certificate of Acceptance. The warranty to cover the defects in materials, workmanship, or components under normal use.
5. **Performance Security:** To guarantee the faithful performance of obligations, the winning supplier is required to post within ten (10) calendar days from receipt of Notice of Award, a performance security in any of the following forms and percentages:

Forms of Performance Security	Minimum % of Contract Price
Cash, cashier's/manager's check issued by a Universal or Commercial Bank	Five Percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)

#### V. 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)
- Signed Request for Quotation (RFQ)



## **VI. PAYMENT:**

**ONE-TIME, FULL PAYMENT** shall be processed after completion of the project subject to submission of following complete documents:

- Project Pictures
- Delivery Receipt
- Invoice/Billing Statement
- Certificate of Completion/Acceptance (as applicable)

## **VII. 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.

-end-

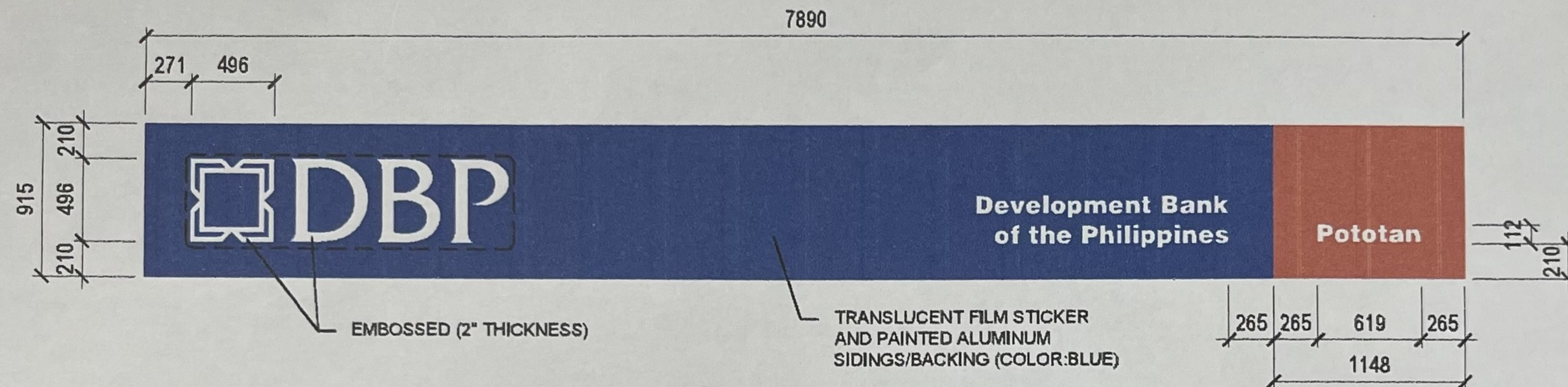
Recommended by:

(per latest MAA dated 2 June 2022)  
Unit or Team Head

Approved by:

(per latest MAA dated 2 June 2022)  
Branch Head





### SIGNAGE FRONT ELEVATION

#### SPECIFICATIONS :

- SINGLE FACE LIGHTED SIGNAGE
- SIZE: 7890mm (L) x 915mm (H) x 200mm (W)
- FLEXIBLE SUBSTRATE WITH TRANSLUCENT FILM STICKER
- COMPLETE WITH LED LIGHTING FIXTURE AND TIMER
- COLOR CODE:  
FOR BACKGROUND: 3630-157 SULTAN BLUE, 3630-73 DARK RED  
COLOR FOR TEXT/FONT: WHITE

#### FONT :

FOR 'DBP' .....FRIZ QUADRATA (MEDIUM)  
FOR 'Dev't Bank of the Philippines' .....HELVETICA BLACK  
FOR 'BRANCH NAME' .....HELVETICA BLACK

#### NOTE:

- VERIFY ACTUAL MEASUREMENT PRIOR TO FABRICATION
- SIGNAGE SHOULD BE FULLY LIGHTED
- KINDLY OBSERVE PROPER SCALING (I.E. TEXT HEIGHT, TEXT SPACING)
- ALL DECALS FOR THE SIGNAGE SHOULD BE COMPUTER-CUT



PROJECT TITLE:

### PROPOSED HORIZONTAL SIGNAGE AT DBP POTOTAN BRANCH

LOCATION: MILAGROS BLDG. RY LADRIDO ST. SAN JOSE WARD, POTOTAN, ILOILO

APPROVED BY:

ISSUE DATE:

SHEET NO: