



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12370235  
**Procuring Entity** DBP BRANCH BANKING GROUP - BICOL  
**Title** SUPPLY, DELIVERY AND INSTALLATION OF SIGNAGES AND TELLER'S BACKWALL FOR DBP VIGA BLU  
**Area of Delivery** Catanduanes

<b>Solicitation Number:</b>	2025-017	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Signage and Accessories		
<b>Approved Budget for the Contract:</b>	PHP 307,577.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	05/09/2025
<b>Contact Person:</b>	Jennifer Cordial Naval Chairperson, RBAC-Bicol Panganiban Drive Naga City Camarines Sur Philippines 4400 63-02-88189511 Ext.1596  jcnaval@dbp.ph	<b>Last Updated / Time</b>	04/09/2025 14:59 PM
		<b>Closing Date / Time</b>	12/09/2025 15:00 PM

#### Description

PROJECT : SUPPLY, DELIVERY AND INSTALLATION OF SIGNAGES AND TELLER'S BACKWALL FOR DBP VIGA BLU  
LOCATION : G/F MUNICIPAL BLDG., D. ALCALA ST., SAN VICENTE, VIGA  
CATANDUANES  
SUBJECT : TECHNICAL SPECIFICATIONS

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

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

THREE HUNDRED SEVEN THOUSAND FIVE HUNDRED SEVENTY-SEVEN PESOS –  
Php 307,577.00 (inclusive of VAT/applicable taxes)

#### II. TECHNICAL SPECIFICATIONS:

Item

No. Particulars Quantity Specifications

Wall finishes

1 Sticker wall on sintra board backing 10.95 sq.m Vinyl Matte Finish Sticker on Sintra Board Backing

Color: Sultan Blue 3630 - 175

Specialties

2 Horizontal façade signage 8.06 sq.m See approved signage details / layout  
(Curved Signage)

- 3 DBP logo (interior) 1 set See approved logo and tag line details / layout  
4 DBP Flag type signage 1 lot See approved logo and tag line details / layout

### 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 reserves the right to reject delivery if the item/s delivered are found to be defective or do not meet the required specifications/model.
2. DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) when if 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 teller's backwall within thirty (30) calendar days after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
4. Point of Delivery: G/F Municipal Bldg., D. Alcala St., San Vicente, Viga, Catanduanes
5. Warranty: The warranty period shall be one (1) year from the date of acceptance of the item/s by DBP.

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

### 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.

**Created by** Jennifer Cordial Naval

**Date Created** 04/09/2025

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