


Development Bank of the Philippines
REQUEST FOR PURCHASE/REPAIR/CONSTRUCTION

Requisitioning Unit : 6650000 - VIRAC		Requisition No : P-VIRAC-25-00024			
		Date: 8/4/2025			
<u>ITEM CODE</u>	<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>UNIT/ UOM</u>	<u>ACCOUNTABLE EMPLOYEE</u>	<u>SIGNED</u>
AO-007-001-0008	SUPPLY, DELIVERY AND INSTALLATION OF MOOD BOARD, TELLER'S BACKWALL, DOOR DECAL AND ATM GLASS PANEL STICKER PER TECHNICAL SPECIFICATIONS/SCOPE OF WORK	1	LOT	AA BAGADIO	
Notes/Justification : FOR INSTALLATION AT BLU VIGA, CATANDUANES					
Budget to which the cost of the above will be charged (Budget Availability) :					
EXPENSE ACCOUNT	BUDGET BEFORE THIS REQUISITION	EST. COST OF REQUISITION	NEW BUDGET BALANCE		
09608-BP,FF & EQPT BLDG,R,D,BRANCH	3,477,592.00	307,577.00	3,170,015.00		
<u>Item Description</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Total Cost</u>		
SUPPLY, DELIVERY AND INSTALLATION OF MOOD BOARD, TEL	1 LOT	307,577.00	307,577.00		
			307,577.00		
For the use of (For EFF and SE items) :		APPROVED:			
<u>See above accountable employee(s)</u> Name & Signature & Designation (Local)		I certify that the above items are necessary and will be used solely for official purpose. <div style="text-align: center;"> <u>SIGNED</u> HEAD, VIRAC BRANCH </div>			
To be received by:		Special Approval (if necessary) :			
<div style="text-align: center;"> <u>SIGNED</u> Name & Signature (Local) </div>		Name & Signature & Designation			
Budget Approval :		Inspection/Receipt by IMU-PIMD :			
<div style="text-align: center;"> <u>SIGNED</u> BUDGET OFFICER </div>		Name & Signature & Designation			
For Procurement Service (PMU) :		Date Issued :			
		Acceptance by End User :			
		Received above the item/s in good order and condition and complying with specifications.			
		Name & Signature & Designation			
P.O. No.	Invoice No.	Date Accepted:			
Date	Date				

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:

- 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.
- 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.
- 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).
- Point of Delivery:** G/F Municipal Bldg., D. Alcala St., San Vicente, Viga, Catanduanes
- 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.

Recommended by:

-SIGNED-

MARK GIL H. BAYOS

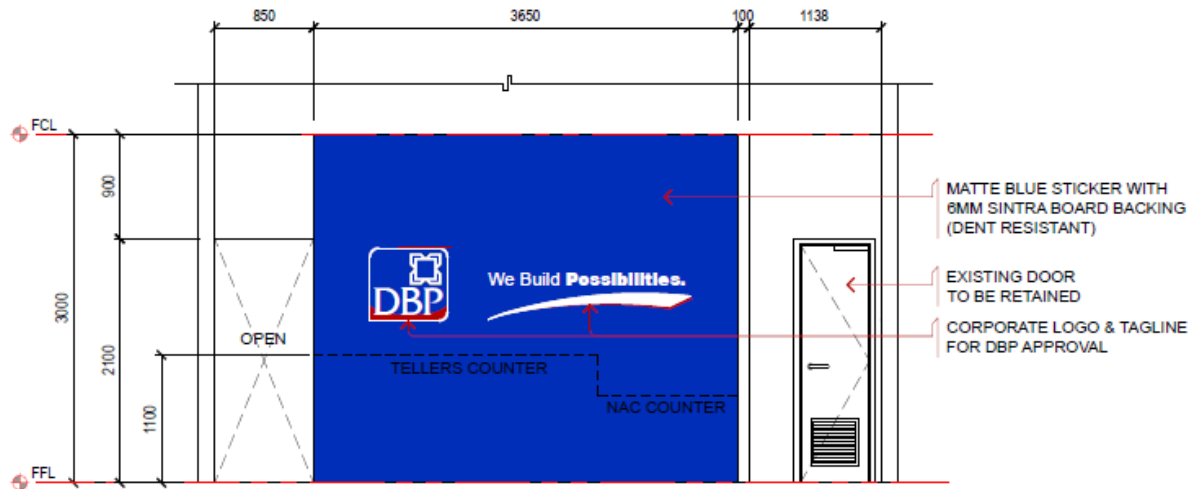
Branch Services Officer, DBP Virac Branch

Approved by:

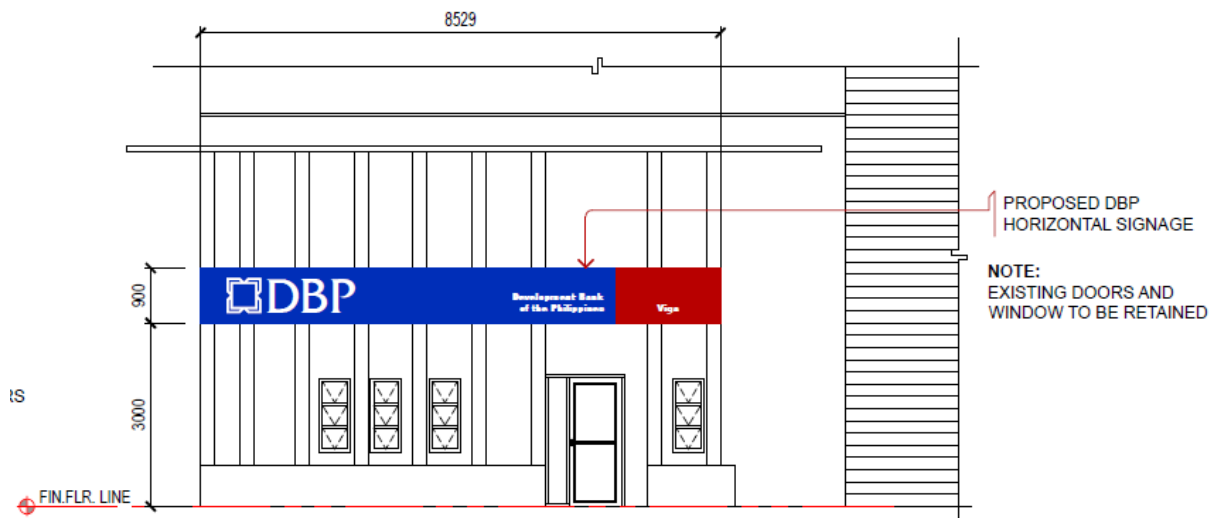
-SIGNED-

BRENDA G. BRIZO

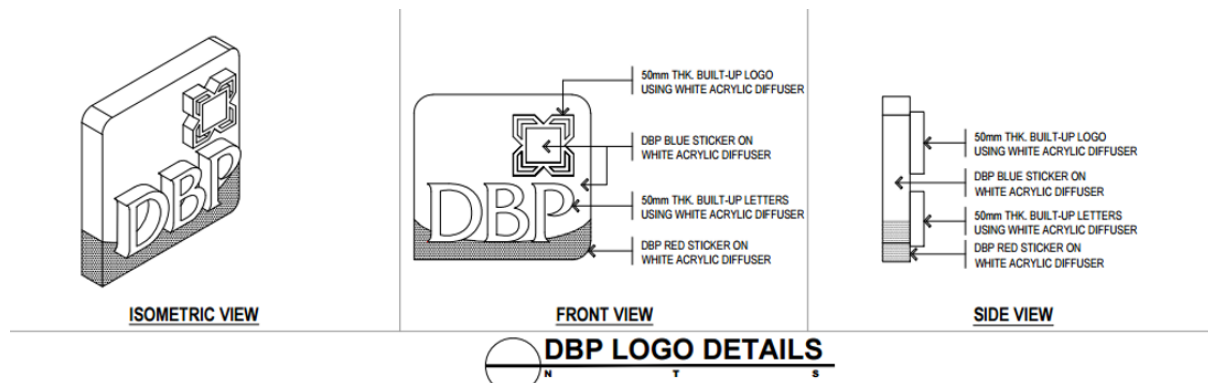
Head, Virac Branch



Stickerwall on Sintra Board Backing



Horizontal Façade Signage



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

