

**DEVELOPMENT BANK OF THE PHILIPPINES**

**TERMS OF REFERENCE**

**SUPPLY, DELIVERY AND INSTALLATION OF ON-SITE ATM SIGNAGES AND BRANCH SIGNAGES**

**I. APPROVED BUDGET FOR THE CONTRACT**

<b>Description</b>	<b>Quantity</b>	<b>Amount (P)</b>
Supply, Delivery and Installation of On-site ATM Signages and Branch Signages	1 lot	₱ 710,241.72

**II. REQUIREMENTS**

<b>Particulars</b>	<b>Delivery Address</b>
1. Supply, delivery and installation of <b>one (1) set new DBP flag type signage</b> including tapping to existing power supply, dismantling of old signage and restoration of steel post	<b>DBP Tarlac Branch</b> Macabulos Drive, Brgy. San Roque, Tarlac City
2. Supply, delivery and installation of <b>one (1) set new DBP flag type signage</b> including tapping to existing power supply and dismantling of old signage and steel post	<b>DBP Baler Branch</b> National Highway, Brgy. Suklayin, Baler, Aurora
3. Supply, delivery and installation of <b>one (1) set new horizontal signage</b> including tapping to existing power supply and dismantling of old signage	<b>DBP Palayan Branch</b> Brgy. Singalat, Provincial Capitol Compound, Palayan City, Nueva Ecija
4. Supply, delivery and installation of <b>two (2) set new horizontal signages</b> including tapping to existing power supply and dismantling of old signage	<b>DBP San Fernando Branch</b> Ground Floor, Doña Isafel Building, Dolores, MacArthur Highway, City of San Fernando, Pampanga
5. Supply, delivery and installation of <b>one (1) set new tower/logo signage</b> including tapping to existing power supply and dismantling of old signage	<b>DBP Malolos Branch</b> Paseo Del Congreso, Brgy. Catmon, City of Malolos, Bulacan

**Note:** Refer to attached Technical Specifications/Plans (**Annex A**).

**III. CONDITIONS OF THE CONTRACT**

1. The supplier shall conduct inspection and submit shop drawings for DBP approval prior to fabrication of signage.
2. 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

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delivered were found to be defective and not according to the required specifications/model.

3. The DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) should the supplier fail to deliver, perform and comply with its obligation.
4. **Delivery Period:** The Contractor shall complete all works within **sixty (60) calendar days** after receipt of PO/NTP.

### **IV. PAYMENT**

1. **One-time, full payment** shall be issued upon completion/acceptance of all works.
2. When the supplier fails to satisfactorily complete all works under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for 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 DBP following the provisions stipulated in RA 12009.

### **V. WARRANTY**

In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of **one (1) year** after completion/acceptance by the procuring entity of the delivered items.

Recommended by:

Signed

**AR. LABAN C. IGNACIO**

Acting Head, BOT-BPMU

(per Office Order No. 325 Dated 14 July 2025)

Approved by:

Signed

**ENGR. JOSE FRANCISCO E. PEREZ**

SM-OIC, CFMD

(per Group Order No. 3242 Dated 16 September 2025)