DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF SECURITY FILM AND FROSTED FILM AT DBP IRIGA

I. APPROVED BUDGET FOR THE CONTRACT

PESOS: ONE HUNDRED NINETY-FOUR THOUSAND FOUR HUNDRED FIFTY AND 36/100 (₱ 194,450.36) INCLUSIVE OF ALL APPLICABLE TAXES

Description	Quantity	Amount
Supply, Delivery and Installation of Security Film		
a. Clear	29.445 sq.m @3,768 per sq.m	₱ 110,948.76
b. Frosted	14.105 sq.m @5,920 per sq.m	₱ 83,501.60
	GRAND TOTAL	**₱ 194,450.36**

II. REQUIREMENTS

Particulars	Delivery Address
Supply, Delivery and Installation of Security Film: • Security film shall be 8 mils (0.008 inches) thick nominally, clear/frosted and shall look seamless upon installation. • Contractor shall examine and clean the glass surface from dust before installation. • Contractor shall notify DBP if there are defects/imperfections on the glass surface. • The film shall be installed according to the manufacturer's instruction. • Refer to the attached layout.	Ground Floor ICT Bldg, LGU Iriga City Compound, Zone 2, Brgy. Sta. Cruz Iriga City

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

III. CONDITIONS OF THE CONTRACT

1. The supplier shall conduct site inspection and submit shop drawings and brochures/specification sheets of the proposed security film and frosted film for approval by DBP before purchase and/or installation.

2. The supplier shall ensure proper surface preparation, cleaning, and installation of the approved security film and frosted film, including necessary restoration works on affected finishes to match existing.

3. The security film and frosted film shall meet industry standards for durability, adhesion, light transmission, and safety, and shall comply with applicable building code requirements.

4. The DBP may terminate/cancel the Purchase Order (PO)/Notice to Proceed (NTP) should the supplier fail to deliver, perform, and comply with its obligations.

5. **Delivery Period:** The Contractor shall complete all works within **thirty (30) 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 unperformed portion of the works for every day of delay until such goods are finally delivered, installed and accepted by DBP following the provisions stipulated in Section 71.4 of the IRR of R.A. 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:

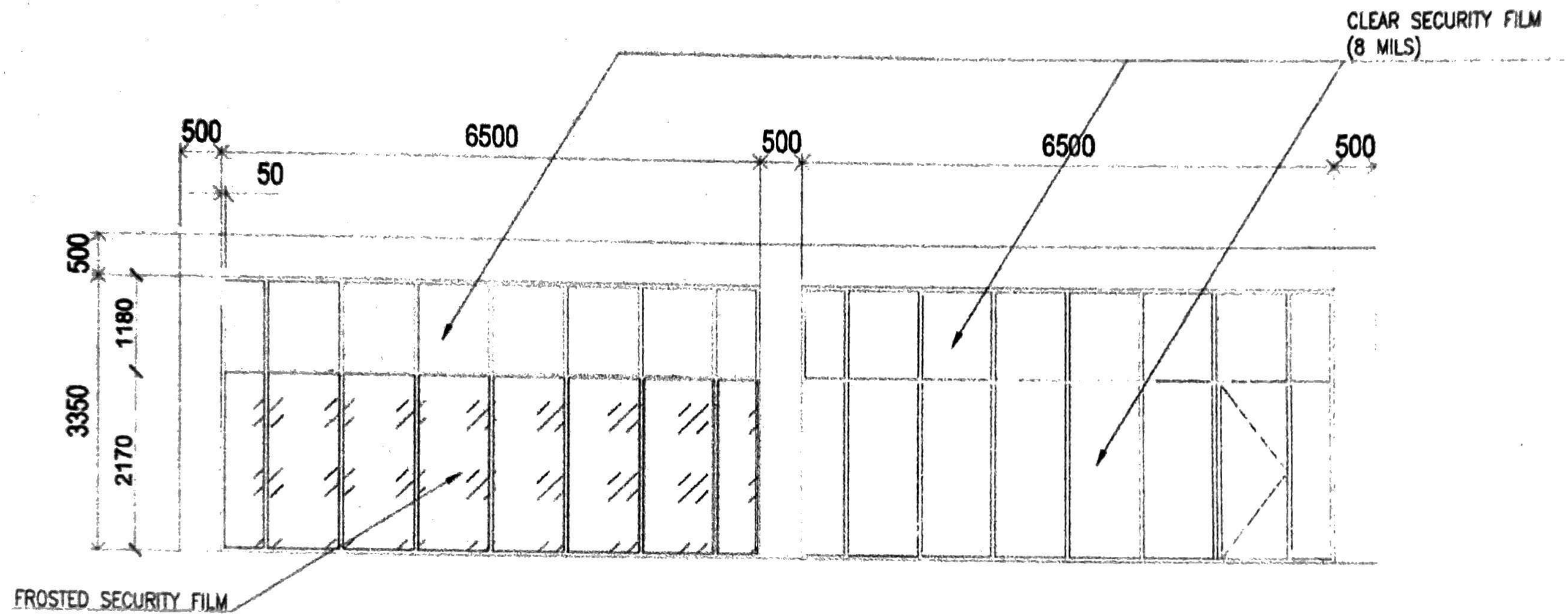
SM ERICK M. VALIDO
OIC, PCMU-CFMD
(per Office Order No. 325 dated 14 July 2025)

Approved by:

SAVP ALBERTO SANTIAGO A. BERMEJO
OIC, CFMD
(per Sector Order No. 513 dated 20 August 2025)

ANNEX A

PROJECT NAME: SUPPLY, DELIVERY AND INSTALLATION OF SECURITY FILM AT DBP IRIGA
PROJECT LOCATION : GROUND FLOOR CT BLDG, LGU IRIGA CITY COMPOUND, ZONE 2, BRGY STA. CRUZ IRIGA CITY



FRONT ELEVATION

OTAL AREA OF CLEAR SECURITY FILM 29.445 SQ.M
TOTAL AREA OF FROSTED SECURITY FILM – 4.105 SQ.M

LEGEND:

Development Bank of the Philippines 10th Supplemental Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
10-2025-220	Supply and delivery of Uninterrupted Power Supply (UPS) for DBP Vigo BLU	Vigo BLU-BBG Bicol	No	Small Value Procurement	August	August	September	September	CB	150,000.00		150,000.00	Amendment to 1-2025-674; mode of procurement and ABC
10-2025-221	Supply and delivery of Woodworks and specialties for DBP Vigo BLU	Vigo BLU-BBG Bicol	No	Small Value Procurement	August	August	September	September	CB	102,900.00		102,900.00	Amendment to 1-2025-674; mode of procurement and ABC
10-2025-222	Supply and Delivery of various construction materials for DBP Vigo BLU	Vigo BLU-BBG Bicol	No	Small Value Procurement	August	August	September	September	CB	433,051.00		433,051.00	Amendment to 1-2025-674; mode of procurement and ABC
025-223	Supply, delivery, installation, testing and commissioning of Fire Detection and Alarm System (FDAS) for DBP Vigo BLU	Vigo BLU-BBG Bicol	No	Small Value Procurement	August	August	September	September	CB	160,515.00		160,515.00	Amendment to 1-2025-674; mode of procurement and ABC
10-2025-224	Supply and delivery of Electrical and DataCom material for DBP Vigo BLU	Vigo BLU-BBG Bicol	No	Small Value Procurement	August	August	September	September	CB	950,000.00		950,000.00	Amendment to 1-2025-674; mode of procurement and ABC
10-2025-225	Supply, delivery, installation, testing and commissioning of Security Systems (Burglar and CCTV) for DBP Vigo BLU	Vigo BLU-BBG Bicol	No	Small Value Procurement	August	September	October	November	CB	750,000.00		750,000.00	Amendment to 1-2025-674; mode of procurement and ABC
10-2025-226	Supply, delivery, installation, testing and commissioning of generator set and Automatic Transfer Switch (ATS) for DBP Vigo BLU	Vigo BLU-BBG Bicol	No	Small Value Procurement	August	September	October	November	CB	750,000.00		750,000.00	Amendment to 1-2025-674, mode of procurement and ABC
10-2025-227	Supply, delivery, installation, testing and commissioning of transformer unit, concrete pole, and mounting accessories including application of electrical connection for DBP Vigo BLU	Vigo BLU-BBG Bicol	No	Small Value Procurement	August	September	October	November	CB	350,000.00		350,000.00	Amendment to 1-2025-674; mode of procurement and ABC
10-2025-228	Procurement of services and materials for the supply, fabrication, delivery and installation of Flag-type Signage	Iriga - BBG Bicol	No	Small Value Procurement	N/A	August	September	October	CB	150,000.00	150,000.00		Amendment to APP Code 2025-222
025-229	Procurement of services and materials for the supply, fabrication, delivery and installation of Wall-mounted cabinets	Iriga - BBG Bicol	No	Small Value Procurement	N/A	August	September	October	CB	150,000.00	150,000.00		Amendment to APP Code 2025-223
10-2025-230	Procurement of services and materials for the supply, delivery and installation of security film	Iriga - BBG Bicol	No	Small Value Procurement	August	August	September	October	CB	200,000.00	200,000.00		Amendment to APP Code 2025-224
10-2025-231	Procurement of services and materials for the supply, dismantling, replacement and installation of heavy duty door locks for office building	Iriga - BBG Bicol	No	Small Value Procurement	N/A	N/A	August	August	CB	30,000.00	30,000.00		Amendment to APP Code 2025-225
10-2025-232	Supply and Delivery of Emergency Lights	Iriga - BBG Bicol	No	Small Value Procurement	N/A	August	August	August	CB	20,000.00	20,000.00		

Certified True Copy:

AM Aldo Niño V. Jintalan
Branch Head