

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

Requisitioning Unit : 6650000 - VIRAC		Requisition No : P-VIRAC-25-00027	
		Date: 8/4/2025	
<u>ITEM CODE</u>	<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>UNIT/ UOM</u>
AR-004-001-0010	Supply and Delivery of Woodworks and Specialties	1	LOT
		<u>ACCOUNTABLE EMPLOYEE</u>	<u>SIGNED</u>
		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	2,835,411.00	102,900.00	2,732,511.00

Item Description	Qty	Unit Cost	Total Cost
Supply and Delivery of Woodworks and Specialties	1 LOT	102,900.00	102,900.00
			102,900.00

<p>For the use of (For EFF and SE items) :</p> <p><u>See above accountable employee(s)</u></p> <p>_____ Name & Signature & Designation (Local)</p>	<p>APPROVED:</p> <p>I certify that the above items are necessary and will be used solely for official purpose.</p> <p style="text-align: center;">SIGNED</p> <p style="text-align: center;">_____ HEAD, VIRAC BRANCH</p>
<p>To be received by:</p> <p style="text-align: center;">SIGNED</p> <p>_____ Name & Signature (Local)</p>	<p>Special Approval (if necessary) :</p> <p>_____ Name & Signature & Designation</p>
<p>Budget Approval :</p> <p style="text-align: center;">SIGNED</p> <p>_____ BUDGET OFFICER</p>	<p>Inspection/Receipt by IMU-PIMD :</p> <p>_____ Name & Signature & Designation</p> <p>Date Issued : _____</p>
<p>For Procurement Service (PMU) :</p>	<p>Acceptance by End User :</p> <p>Received above the item/s in good order and condition and complying with specifications.</p> <p>_____ Name & Signature & Designation</p> <p>Date Accepted: _____</p>
<p>P.O. No. Date</p>	<p>Invoice No. Date</p>

PROJECT : SUPPLY AND DELIVERY OF WOODWORKS AND SPECIALTIES 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:

ONE HUNDRED TWO THOUSAND NINE HUNDRED PESOS - Php 102,900.00
(inclusive of VAT/applicable taxes)

II. TECHNICAL SPECIFICATIONS:

Item No.	Particulars	Quantity	Specifications
Wood & Plastic Composites			
1	Guard's Podium	1 set	a.) Podium dimensions: 850mm length x 500mm width x 1150mm height b.) Material shall be made of 1/2" thick marine plywood with semi-gloss white finish. c.) DBP logo shall be made of acrylic d.) Wood stopper, gun holder and rubber padding shall be provided for the gun storage. e.) Lock shall be in chrome finish. d.) Handle shall be cylindrical and chrome finish. f.) Hinges shall be concealed, pneumatic type and soft-closing. g.) Wheel shall be swivel castor with lock. h.) Refer to wood fabrication details.
2	Wooden pole with base inclusive of flag	2 sets	a.) Flag base dimensions: 12" length x 12" width" x 12" height with 2" dia. dole b.) DBP logo dimensions: 6" length x 6" width x 1/2" thickness c.) Pole dimensions: 2" dia., height for verification d.) Pole and base material and finish:

			Wood/Semi-gloss white paint e.) Philippine flag dimensions: 70" length x 30" width f.) Refer to wood fabrication details for further reference.
3	Forms counter	1 set	a.) Counter shall be made of 20mm thick marine plywood on white semi-gloss finish. b.) Forms shelves and countertop shall be made of 12.5mm thick tempered glass with polished edges. c.) Waste bin door shall have push type lock and concealed pneumatic hinges. d.) Baseboard shall be stainless steel mirror finish. e.) Base must have metal gliders. f.) Refer to wood fabrication details.
4	Poster Module	1 set	a.) Poster module dimensions: 860mm length x 100mm width x 2100mm height b.) Base dimensions: 1060mm length x 300mm width x 60mm thickness c.) Finish shall be semi-gloss white paint with glossy wrap around sticker (DBP colors) d.) Including poster slots using 1/4" thick clear acrylic sheet. e.) Support/framing per Contractor's fabrication. f.) Refer to wood fabrication details.
Specialties			
	Posters		
5	Sintra Board - "Temporary Unavailable"	1 set	a.) Signage shall be made of 1/4" thick sintra board with print on one side b.) Refer to signage

			details for design and location.
	Signs and Paraphernalia		
6	Signs and Paraphernalia - "Authorized Personnel Only"	1 set	<p>a.) Signage shall be made of 1/4" thick clear acrylic with print on back side</p> <p>b.) Refer to signage details for design, mounting height and location.</p>
7	Signs and Paraphernalia - "Fire Extinguisher"	5 sets	
8	Signs and Paraphernalia - "Open/Closed"	2 sets	
9	Signs and Paraphernalia - "Teller's Counter No. 1"	1 set	
10	Signs and Paraphernalia - "Teller's Counter No. 2"	1 set	
11	Signs and Paraphernalia - "Teller's Are Not Allowed Custody of Passbook" (standee)	1 set	
12	Signs and Paraphernalia - "Please Count Your Money Before Leaving" (standee)	1 set	
13	Signs and Paraphernalia - "Clearing Cut-off Time" (standee)	1 set	
14	Signs and Paraphernalia - "Priority Lane" (standee)	1 set	
15	Signs and Paraphernalia - "Public Assistance Help Desk" (standee)	1 set	
16	Signs and Paraphernalia - "New Accounts Section"	1 set	
17	Signs and Paraphernalia - Peso-Dollar Exchange Rate Board	1 set	
18	Signs and Paraphernalia - "Date Board with Inserts" (standee)	1 set	
19	Signs and Paraphernalia - "Restrooms"	1 set	
20	Signs and Paraphernalia - "Please Conserve Water"	1 set	
21	Signs and Paraphernalia - "Turn Off Lights When Not In Use"	3 sets	
22	Signs and Paraphernalia - Evacuation Plan	3 sets	
23	Main Door Decals	1 set	<p>a.) Decals shall be computer cut-out and wet-type installation.</p> <p>b.) Refer to decals details.</p>
24	Security film	30 sq. ft	<p>a.) Security film shall be 8 mils (0.008 inches) thick nominally, clear</p>

**SUPPLY AND DELIVERY OF WOODWORKS AND SPECIALTIES
FOR DBP VIGA BLU**

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 and delivery of woodworks and specialties 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.

Recommended by:

-SIGNED-

MARK GIL H. BAYOS

Branch Services Officer, DBP Virac Branch

Approved by:

-SIGNED-

BRENDA G. BRIZO

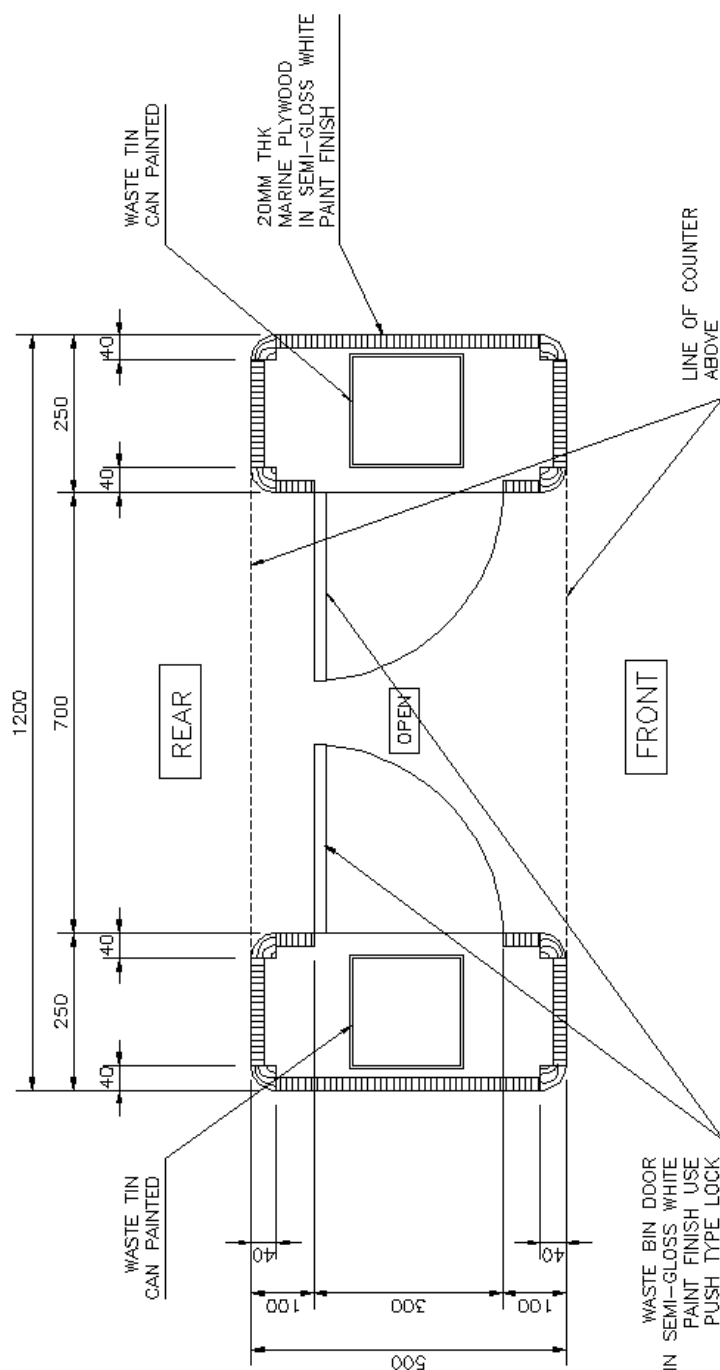
Head, Virac Branch

<div data-bbox="231 963 734 1960"> <p>DIAMETER: 2.5 INCHES</p> <p>2.5 x 2.5 x 1.25</p> <p>DIAMETER: 2</p> <p>HEIGHT: VERIFY CEILING HEIGHT (TOP TO BOTTOM INCLUDING THE PORTION INSERTED ON THE BASE)</p> <p>VERIFY CEILING HEIGHT</p> <p>MINIMUM</p> <p>COLOR WHITE: SAME AS FLAG POLE</p> <p>HOLE DIAMETER: 2 (OR PREFERRED SIZE TO FIT THE POLE)</p> <p>BASE HEIGHT: 12</p> <p>12</p> <p>12</p> <p>12</p> <p>ELEVATION</p> <p>2 DIA. HOLE OR PREPARED SIZE TO FIT THE POLE</p> <p>ISOMETRIC</p> <p>EMBOSSED DBP LOGO</p> </div> <div data-bbox="231 313 518 817"> </div> <div data-bbox="534 235 702 952"> <p>ITEM: PHILIPPINE FLAG</p> <p>MATERIAL: (FOR INTERNAL DISPLAY) COTTON, DOUBLE EMBROIDERED, BACK TO BACK</p> <p>(FOR EXTERNAL DISPLAY) SILK MATERIAL</p> <p>SINGLE OR DOUBLE PATCHING</p> <p>70 INCHES(WIDTH) x 30 INCHES(HEIGHT)</p> </div> <div data-bbox="726 347 758 694"> <p>PHILIPPINE FLAG DETAIL</p> </div> <div data-bbox="853 257 1125 952"> <p>LOGO DIMENSION: 6 INCHES STRICTLY PERFECT SQUARE ON ALL SIDES</p> <p>MATERIAL: 0.25 PLYWOOD(SMOOTH) TO BE ATTACHED AS EMBOSSED IMAGE</p> <p>LOGO SHOULD BE PLACED ON ALL 4 OF THE POLE BASE AT EACH CENTER (HORIZONTALLY & VERTICALLY)</p> <p>"A" - DBP LOGO DETAIL</p> </div>	<div data-bbox="1348 1556 1396 1937"> <p>INTERIOR FLAGPOLE</p> </div> <div data-bbox="1300 257 1396 492"> <p>DEVELOPMENT BANK OF THE PHILIPPINES</p> </div>
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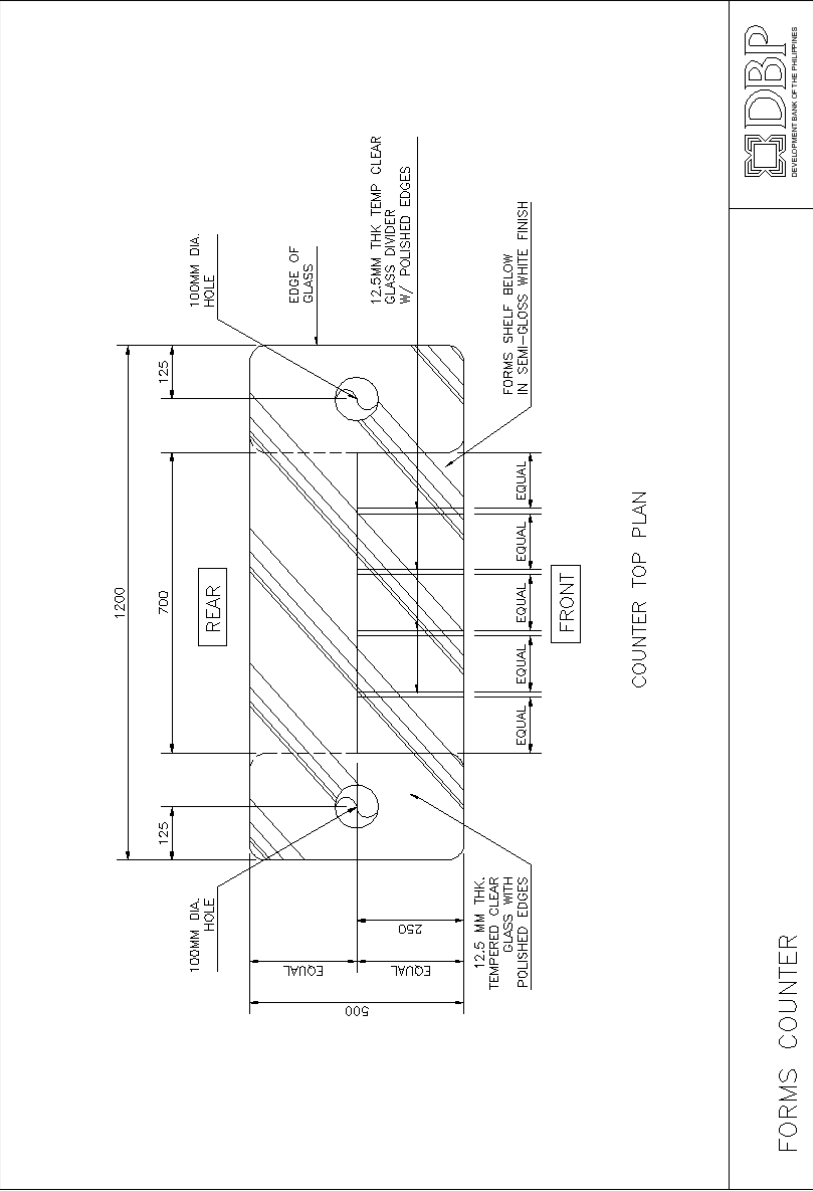
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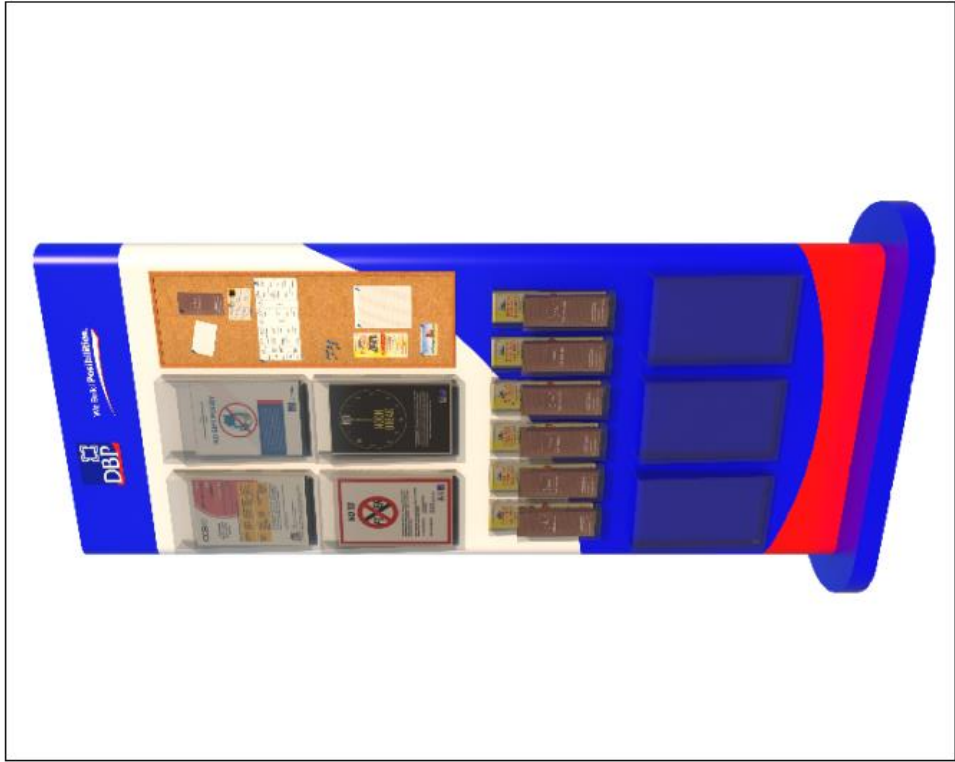
FORMS COUNTER

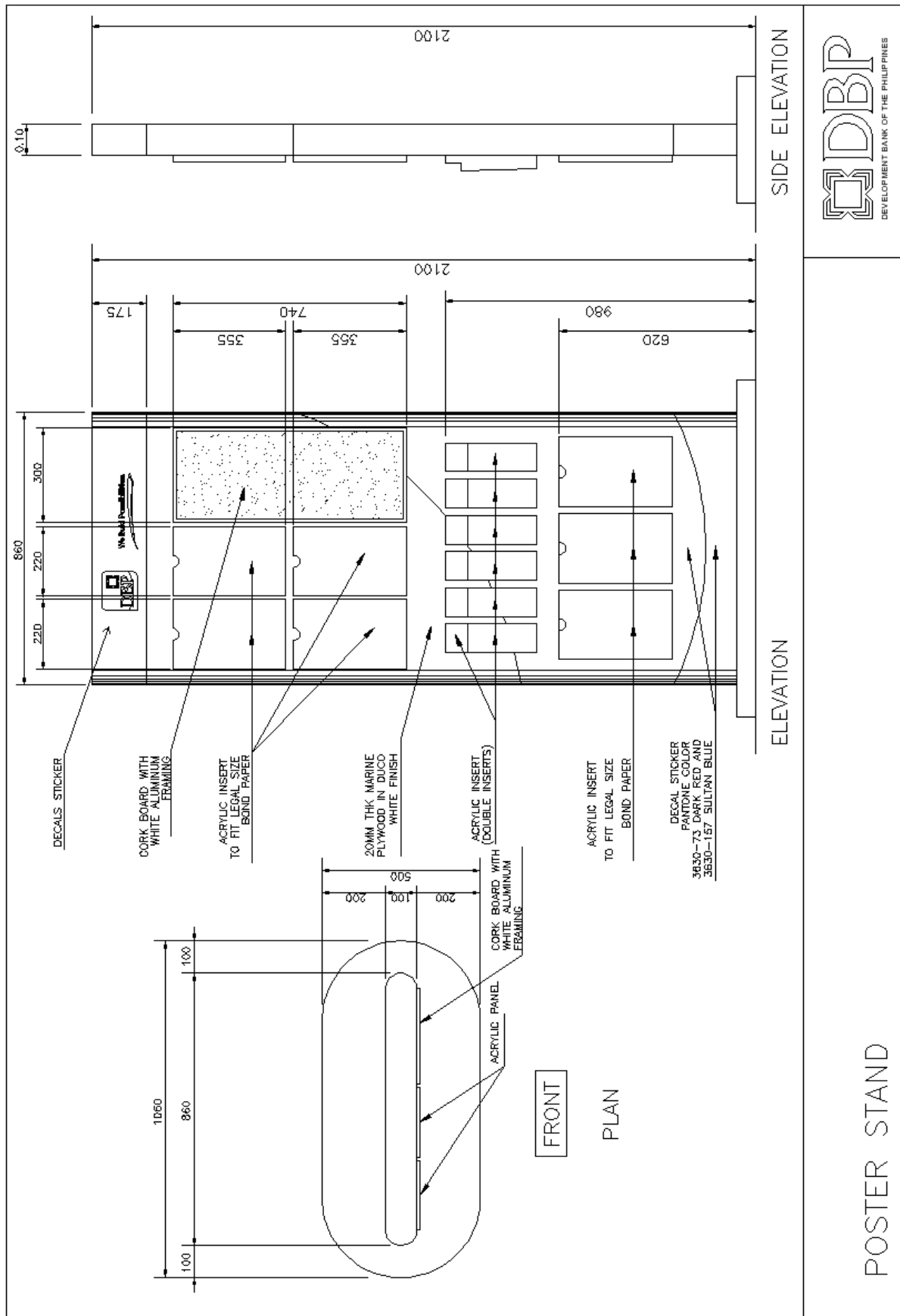


BOTTOM PLAN

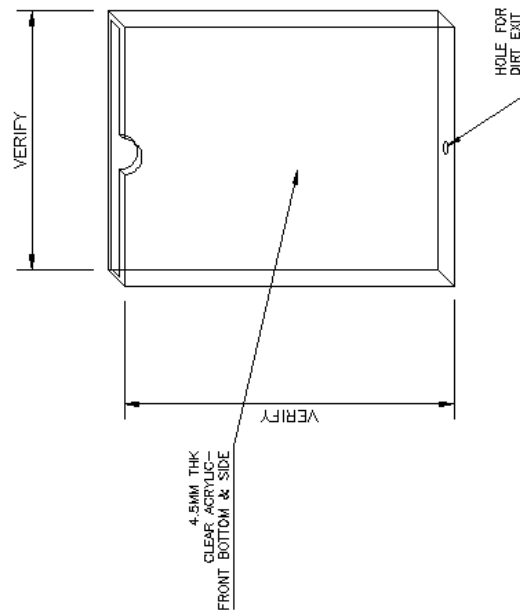
FORMS COUNTER



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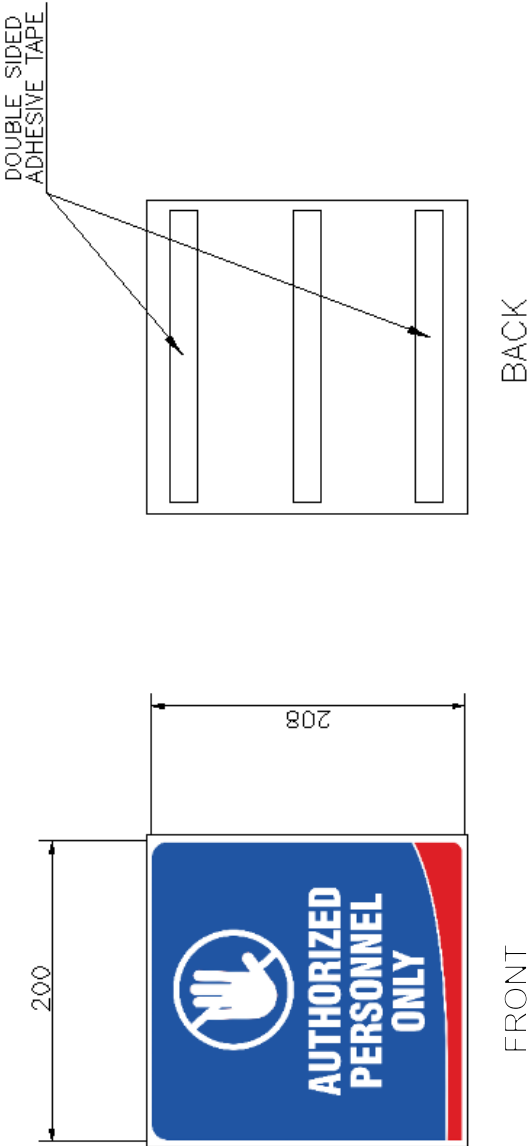
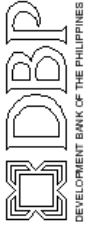


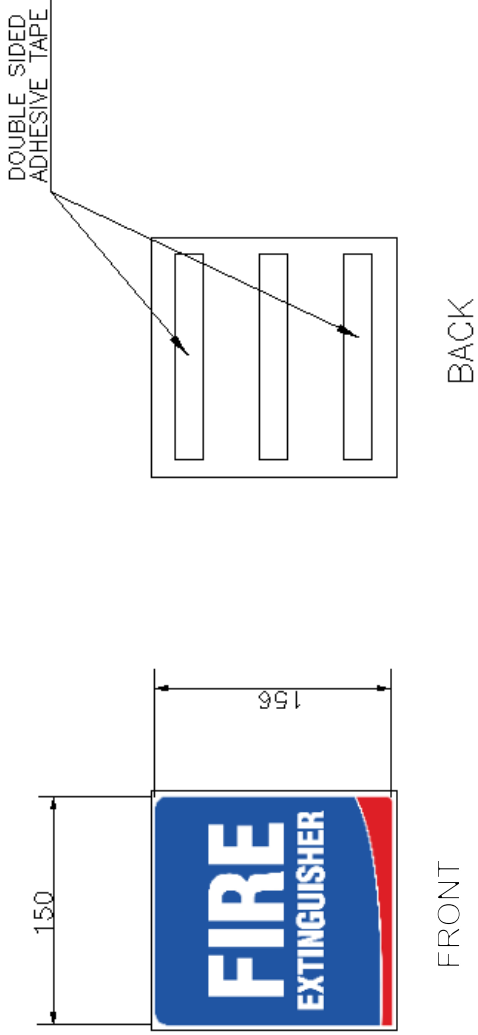
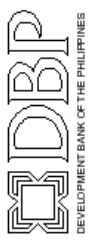
NOTES:
1. VERIFY SIZE OF
BROCHURE BEFORE
FABRICATION OF ACRYLIC
INSERTS.

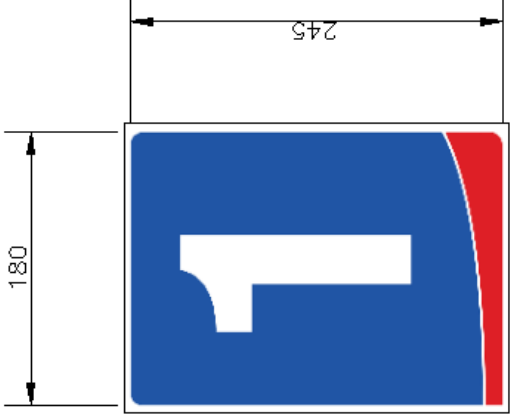
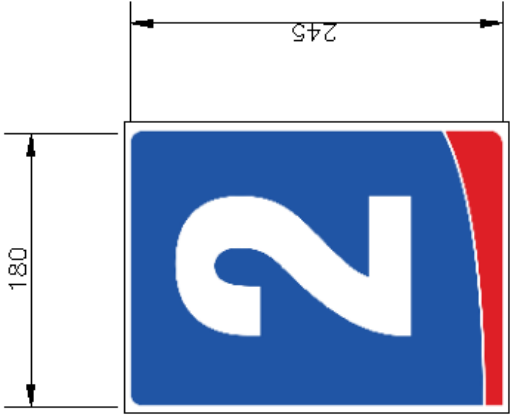
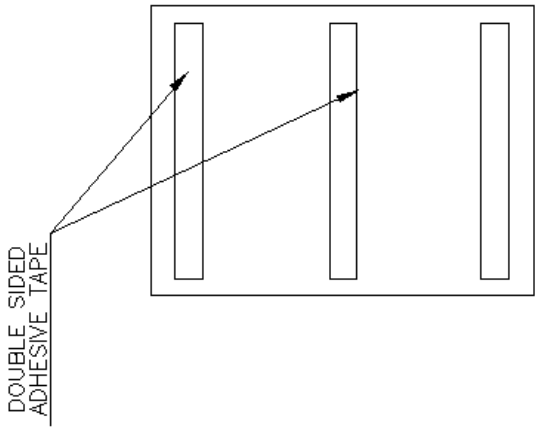



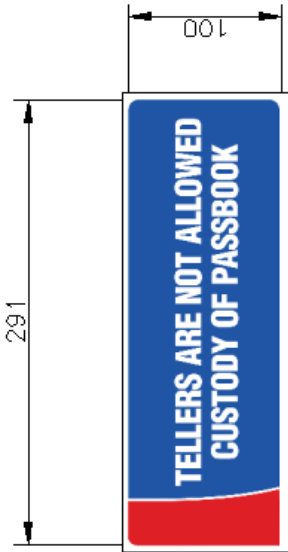
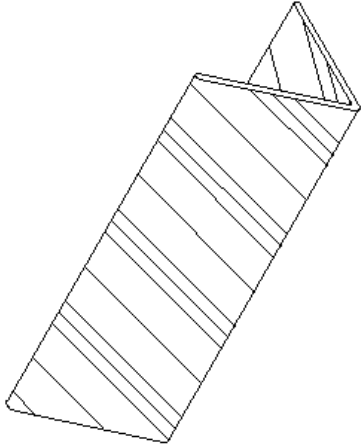
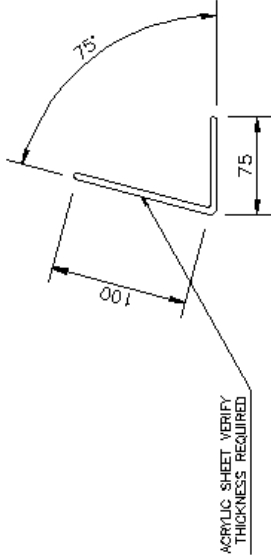

ISOMETRIC OF
ACRYLIC INSERTS

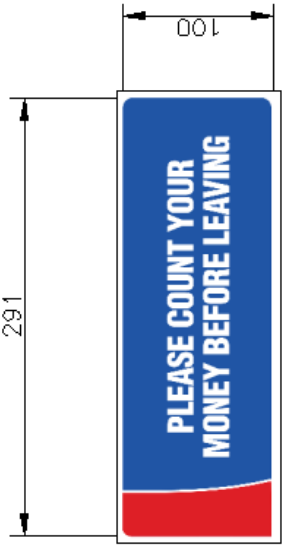
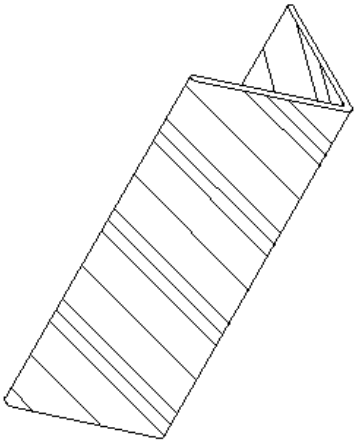
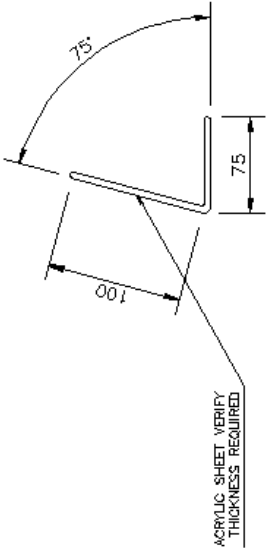
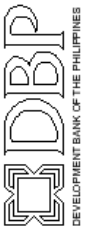
POSTER STAND

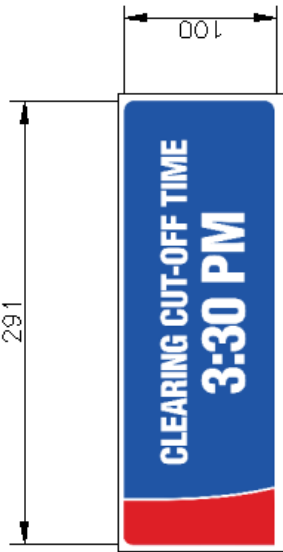
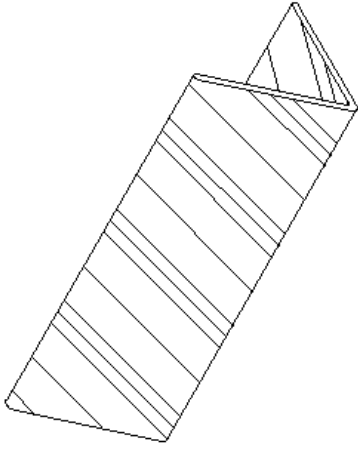
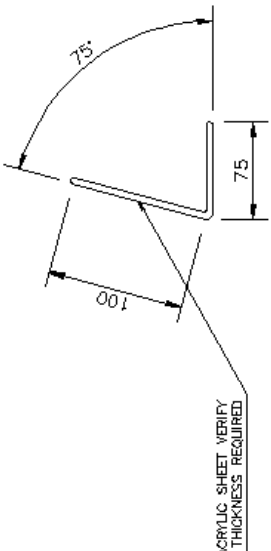

MEASUREMENT IN MILLIMETER		 <p>DOUBLE SIDED ADHESIVE TAPE</p> <p>200</p> <p>208</p> <p>FRONT</p> <p>BACK</p>	
SPECIFICATION	4.5MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING WITH DOUBLE SIDED ADHESIVE TAPE	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA	
LOCATION	CUBICLE/DOOR		
AUTHORIZED PERSONNEL ONLY			

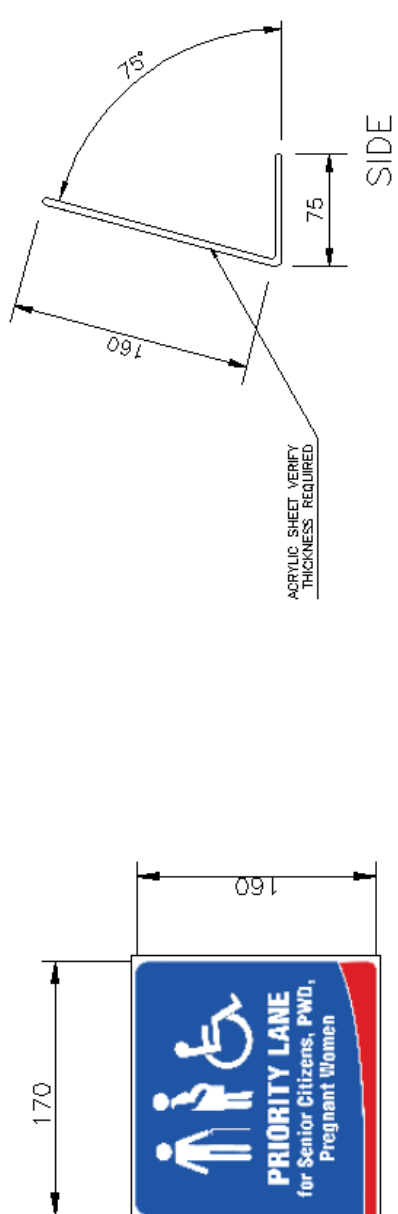

MEASUREMENT IN MILLIMETER		 <p>DOUBLE SIDED ADHESIVE TAPE</p> <p>FRONT</p> <p>BACK</p>	
SPECIFICATION	4.5MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING WITH DOUBLE SIDED ADHESIVE TAPE	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA	
LOCATION	WALL		
FIRE EXTINGUISHER			

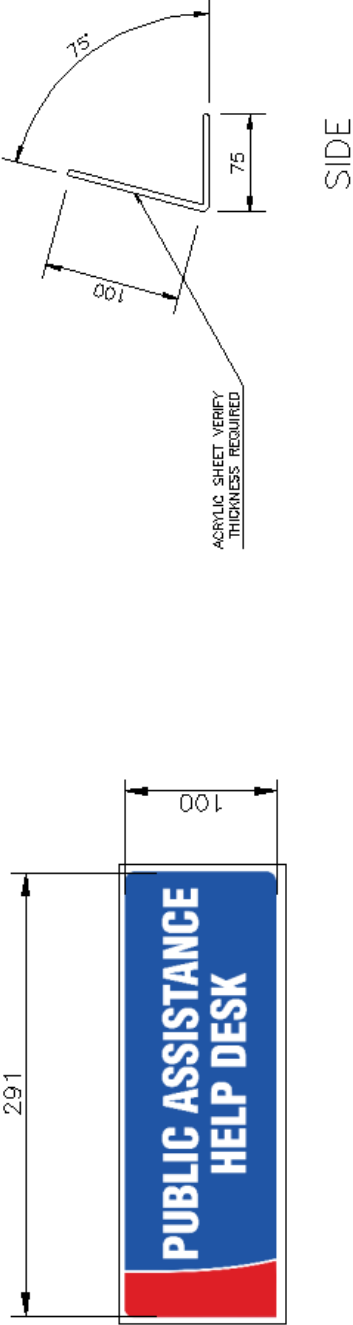

MEASUREMENT IN MILLIMETER	
	
FRONT	FRONT
	BACK
SPECIFICATION	4.5MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING WITH DOUBLE SIDED ADHESIVE TAPE
LOCATION	TELLERS' COUNTER
TELLERS' COUNTER NUMBERS	
	

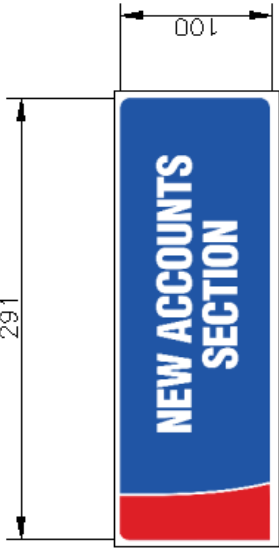
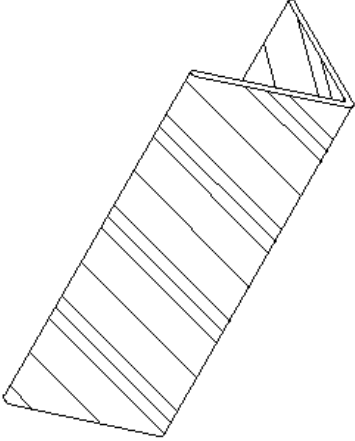
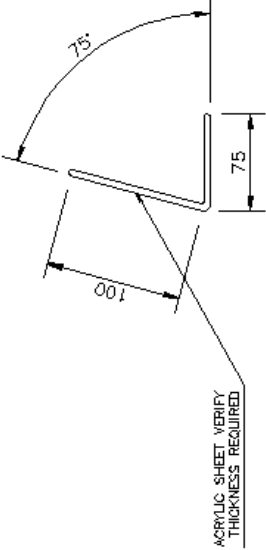
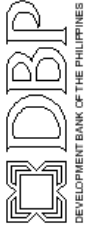
MEASUREMENT IN MILLIMETER			
		ISOMETRIC	
			
		SIDE	
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA	
LOCATION	TELLERS' COUNTER		
TELLERS ARE NOT ALLOWED CUSTODY OF PASSBOOK (STANDEE)			

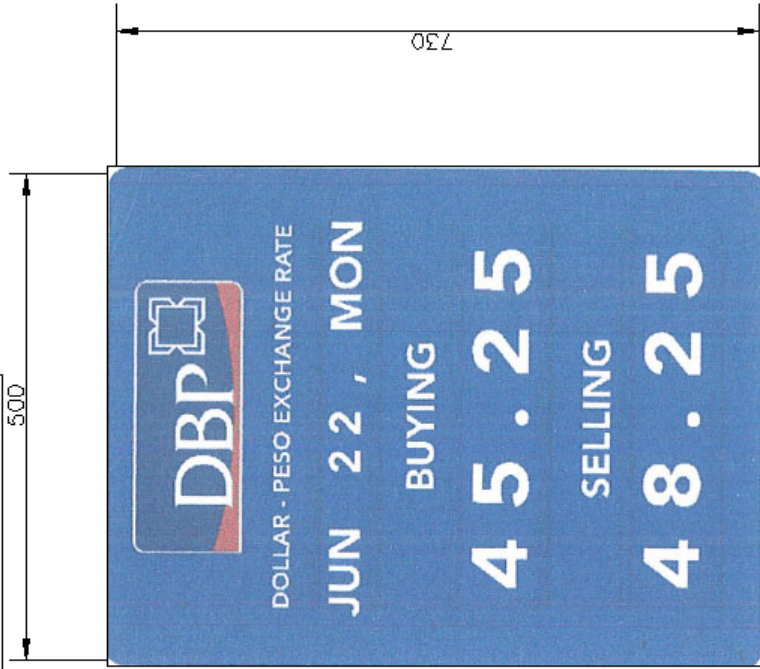
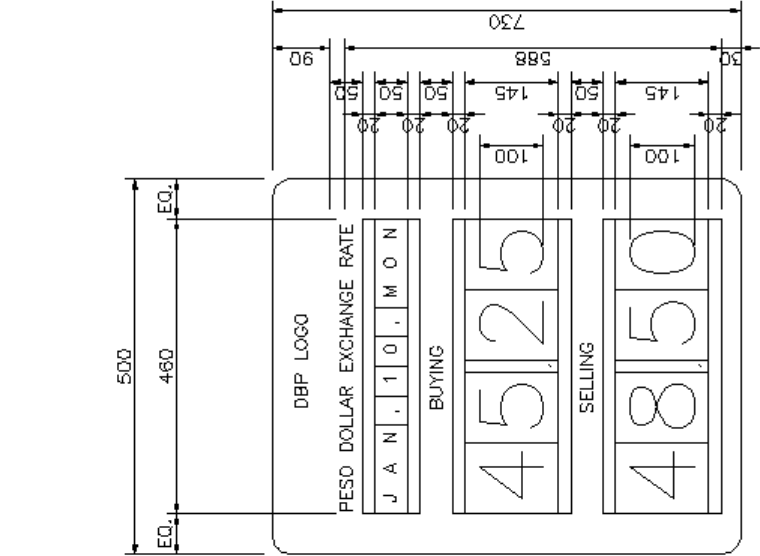
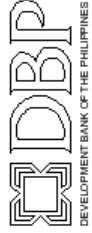
MEASUREMENT IN MILLIMETER		 <p>ISOMETRIC</p>
	 <p>SIDE</p>	
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	TELLERS' COUNTER	
PLEASE COUNT YOUR MONEY BEFORE LEAVING (STANDEE)		

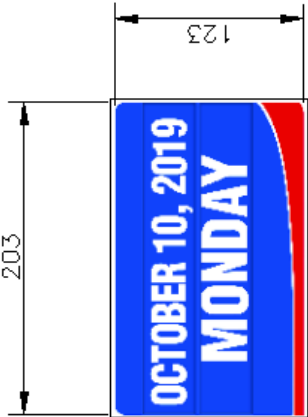
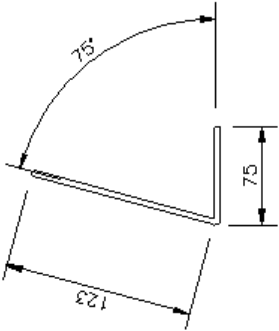
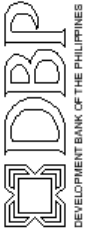
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<div>SPECIFICATION</div>	<div> <div>3MM THK. ACRYLIC (ROUNDED EDGES)</div> <div>BACK SIDE ACRYLIC PRINTING</div> <div>COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED</div> <div>FONT STYLE: HELVETICA</div> </div>
<div>LOCATION</div>	<div>TELLERS' COUNTER</div>
<div>CLEARING CUT-OFF TIME (STANDEE)</div>	<div>  </div>

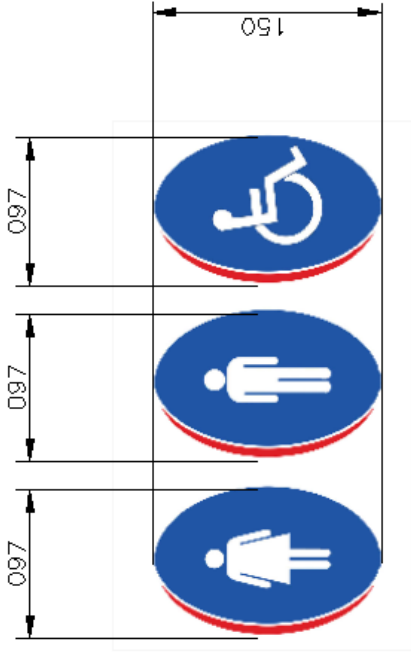

MEASUREMENT IN MILLIMETER			
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA	
LOCATION	TELLERS COUNTER		
PRIORITY LANE (STANDEE)			

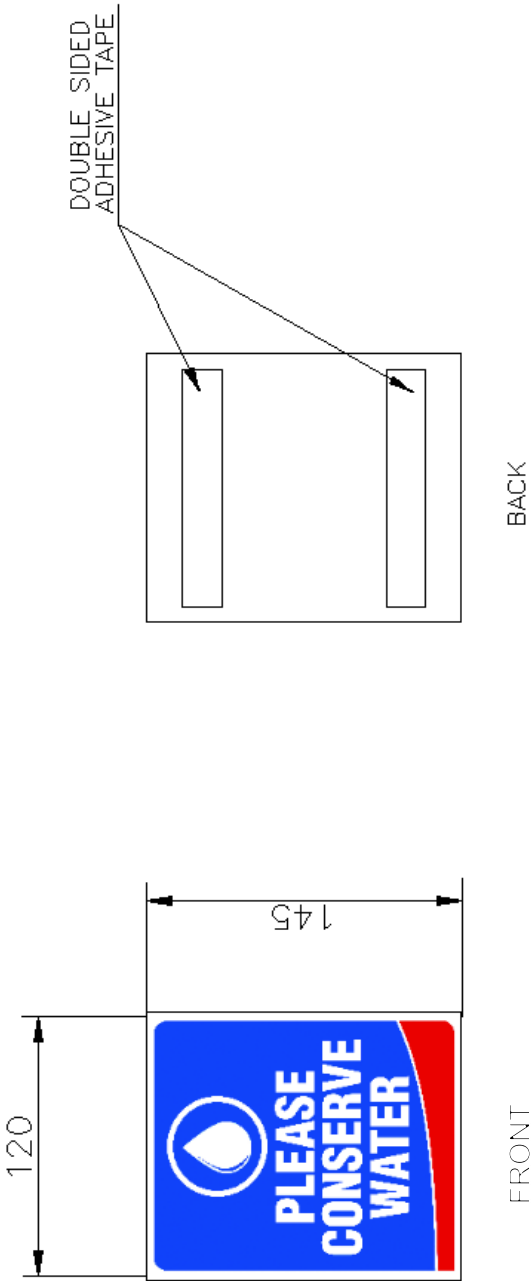
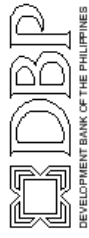
MEASUREMENT IN MILLIMETER			
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA	
LOCATION	TELLERS COUNTER		
PUBLIC ASSISTANCE HELP DESK (STANDEE)			

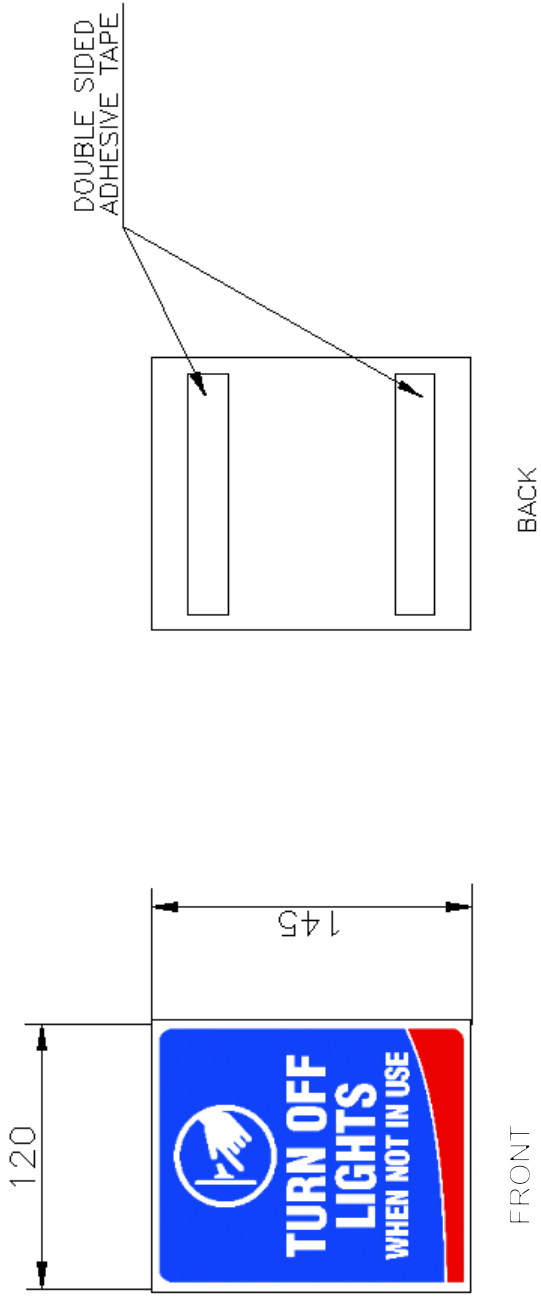
<div>MEASUREMENT IN MILLIMETER</div>	<div>  </div> <div>  <div>ISOMETRIC</div> </div> <div>  <div>SIDE</div> </div>	<div> <div>SPECIFICATION</div> <div>3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING</div> </div> <div> <div>LOCATION</div> <div>NEW ACCOUNTS</div> </div>	<div>NEW ACCOUNTS SECTION (STANDEE)</div> <div>  </div>
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<p>MEASUREMENT IN MILLIMETER</p> 		<p><u>FRONT</u></p>	<p><u>SECTION</u></p>
<p>SPECIFICATION</p>	<p>4.5MM THK. ACRYLIC (ROUNDED EDGES) WITH DATE AND NUMBER INSERTS PROVIDE ALUMINUM CLIP/SCREW</p>	<p>COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: DBP FRIZ QUADRATA, HELVETICA</p>	
<p>LOCATION</p>	<p>WALL</p>		
<p>PESO-DOLLAR EXCHANGE RATE BOARD</p>			
			

MEASUREMENT IN MILLIMETER	
<div>  <p>FRONT</p> </div> <div>  <p>SIDE</p> </div>	
SPECIFICATION	4.5MM THK. ACRYLIC (ROUNDED EDGES) WITH DATE AND NUMBER INSERTS COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	TOP OF SLIP FORM COUNTER
DATE BOARD (STANDEE)	
	

MEASUREMENT IN MILLIMETER	
 <p>(NOTE: INDIVIDUAL ACRYLIC)</p>	
SPECIFICATION	4.5MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING WITH DOUBLE SIDED ADHESIVE TAPE COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	WALL/RESTROOM DOOR
RESTROOMS (3 ICONS)	
	

MEASUREMENT IN MILLIMETER			
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING WITH DOUBLE SIDED ADHESIVE TAPE	COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA	
LOCATION	WALL NEAR FAUCETS		
PLEASE CONSERVE WATER			

MEASUREMENT IN MILLIMETER	
	
SPECIFICATION	3MM THK. ACRYLIC (ROUNDED EDGES) BACK SIDE ACRYLIC PRINTING WITH DOUBLE SIDED ADHESIVE TAPE COLOR: 3630-157 SULTAN BLUE, 3630-73 DARK RED FONT STYLE: HELVETICA
LOCATION	WALL NEAR LIGHT SWITCHES
TURN OFF LIGHTS	
