



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12370432  
**Procuring Entity** DBP BRANCH BANKING GROUP - BICOL  
**Title** SUPPLY AND DELIVERY OF WOODWORKS AND SPECIALTIES FOR DBP VIGA BLU  
**Area of Delivery** Catanduanes

<b>Solicitation Number:</b>	2025-020	<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 102,900.00	<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 15:02 PM
		<b>Closing Date / Time</b>	12/09/2025 15:00 PM

#### Description

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 a.) Signage shall be made of 1/4" thick clear acrylic with print on back side
- b.) Refer to signage details for design, mounting height and location.
- 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 a.) Decals shall be computer cut-out and wet-type installation.
- b.) Refer to decals details.
- 24 Security film 30 sq. ft a.) Security film shall be 8 mils (0.008 inches) thick nominally, clear

### 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.

**Created by** Jennifer Cordial Naval

**Date Created** 04/09/2025

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