

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF 17 FLOOR STAND KIOSK

I. APPROVED BUDGET FOR THE CONTRACT (ABC):

Two Hundred Fifty Five Thousand PESOS - Php 255,000.00 at Php 15,000.00 per piece (inclusive of VAT/applicable taxes)

II. TECHNICAL SPECIFICATIONS:

1. FLOOR STAND KIOSK

Size	:	950mm x 250mm x 100mm
Stand	:	$\frac{3}{4}$ " plywood with full body wrapped 1.5mm sticker on sintra board; sticker on digital print with gloss lamination, including access door (back) with soft close hinge and lock mechanism
Base (finish)	:	Lacquer gloss paint finish
Tablet topper	:	Fabricated metal sheet, powder coated blue
Design	:	Per attached DBP-provided layout (Annex A)

2. For the sticker wrap/graphics:

Size	:	250mm (width) X 950mm (height)
Material	:	Waterproof vinyl, laminated sticker on sintra 1.5mm
Printing	:	Full-color, one side printing, matte lamination on sintra 1.5mm
Design	:	Per attached DBP-provided design (Annex B)

III. SCOPE OF SERVICES:

1. The Winning Supplier must conduct briefing and orientation meeting with DBP's project representative prior to commencement of the project.
2. Prior to implementation, the Winning Supplier shall provide a prototype/sample of floor stand kiosk for DBP approval before proceeding with actual production and delivery of 17 pcs. of the floor stand kiosk. Sample/print proof (using the DBP-provided design) shall be submitted for approval of DBP within five (5) calendar days after receipt of Notice to Proceed (NTP).
3. The Winning Supplier shall verify the actual size of tablet holder prior to fabrication of the floor stand kiosk per Technical Specifications.
4. The Winning Supplier shall ensure that the sticker wrap/graphics is properly installed in the pedestal stand.

IV. CONDITIONS OF THE CONTRACT:

1. 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 delivered were found to be defective/damaged and not according to the required specifications/model. All damaged units, if any, shall be replaced within five (5) calendar days.
2. All quotations above the approved budget for the contract shall be automatically disqualified.
3. All materials/information that may come into the possession of the supplier for purposes of the completion of this requirement shall remain confidential and should not come into the possession of any Third Party without the prior consent of DBP.
4. DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.
5. **Delivery Period:** The Supplier shall complete the supply and delivery of floor stand kiosk within **twenty (20) business days** upon approval of the prototype/sample.
6. **Point of Delivery:** Development Bank of the Philippines Dagupan Branch, MH Del Pilar St. Brgy Mayombo, Dagupan City, Pangasinan
7. **Warranty:** The warranty period for this item is three (3) months from the date of Certificate of Acceptance. The warranty to cover the defects in materials, workmanship, or components under normal use.
8. **Retention:** The obligation for the three (3) months warranty (reckoned from the date of completion) shall be covered by either retention money or special bank guarantee equivalent to three (3) percent of the total contract amount.

V. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- Proposal/Quotation based on specifications
- Proof PhilGEPS Registration
- 2025 Mayor's/Business Permit
- Omnibus Sworn Statement
- Secretary Certificate (for Supplier under Partnership/Corporation)
- Signed Request for Quotation (RFQ)

VI. PAYMENT:

ONE-TIME, FULL PAYMENT shall be processed after completion of the project subject to submission of following complete documents:

- Delivery Receipt
- Invoice/Billing Statement
- Certificate of Completion/Acceptance (as applicable)

VII. LIQUIDATED DAMAGES:

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, 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. DBP 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 to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid, without prejudice to other courses of action and remedies open to it.

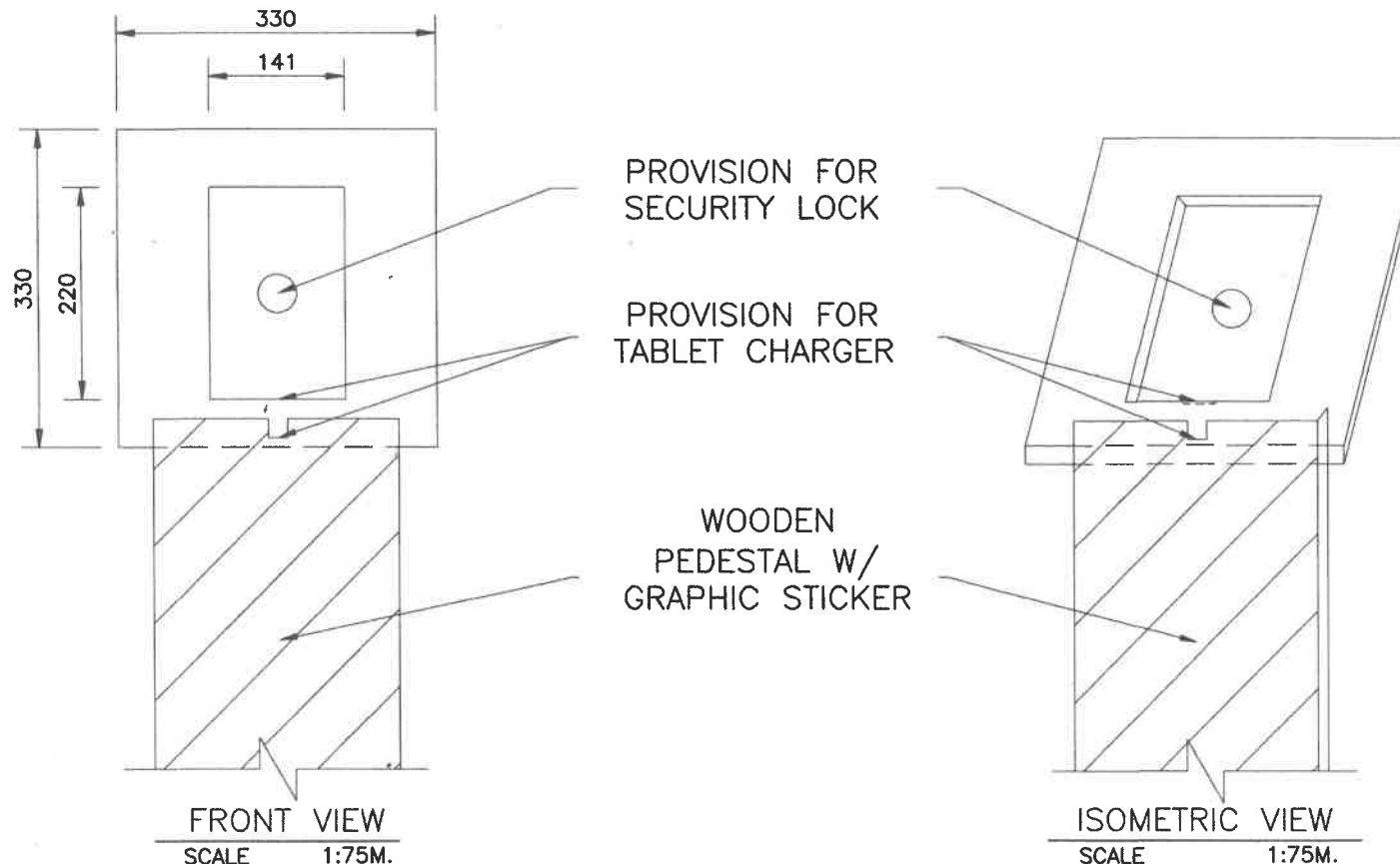
Signed

FVP MARIA DOLORES C. GUEVARA

Head, BBG – Northern Luzon

NOTE:

- VERIFY ACTUAL MEASUREMENT PRIOR TO FABRICATION
- VERIFY ENCLOSURE'S COMPATIBILITY TO LENOVO TAB M9
- DIMENSIONS: 215.43 x 136.76 x 7.99 mm (H x W x D)
- DISPLAY: 9" (1340x800)
- PROVIDE OPENING FOR SECURITY LOCK AT TABLET TOPPER
- DIMENSIONS: 50mm Ø (VERIFY)
- PROVIDE OPENING FOR TABLET CHARGER AT TABLET TOPPER AND PEDESTAL
- DIMENSIONS: 20 x 20 mm (L x W - VERIFY)
- POWDER COATED FINISH (COLOR: BLUE)



FABRICATED STEEL TABLET HOLDER



PROJECT TITLE:

PROPOSED FLOOR STAND KIOSK DESIGN

LOCATION: Development Bank of the Philippines Head Office, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City

APPROVED BY:

SIGNED

SM ALBERTO SANTIAGO A. BERGEJO
CONCURRENT OIC, CFMD
Per Office Order No. 458 dated 19 November 2024

ISSUE DATE:

DECEMBER 2024
REVISION DATE:

DRAWN BY:
R. ALIDO
REVIEWED BY:
L. IGNACIO
M.A. CANGIO

SHEET NO:

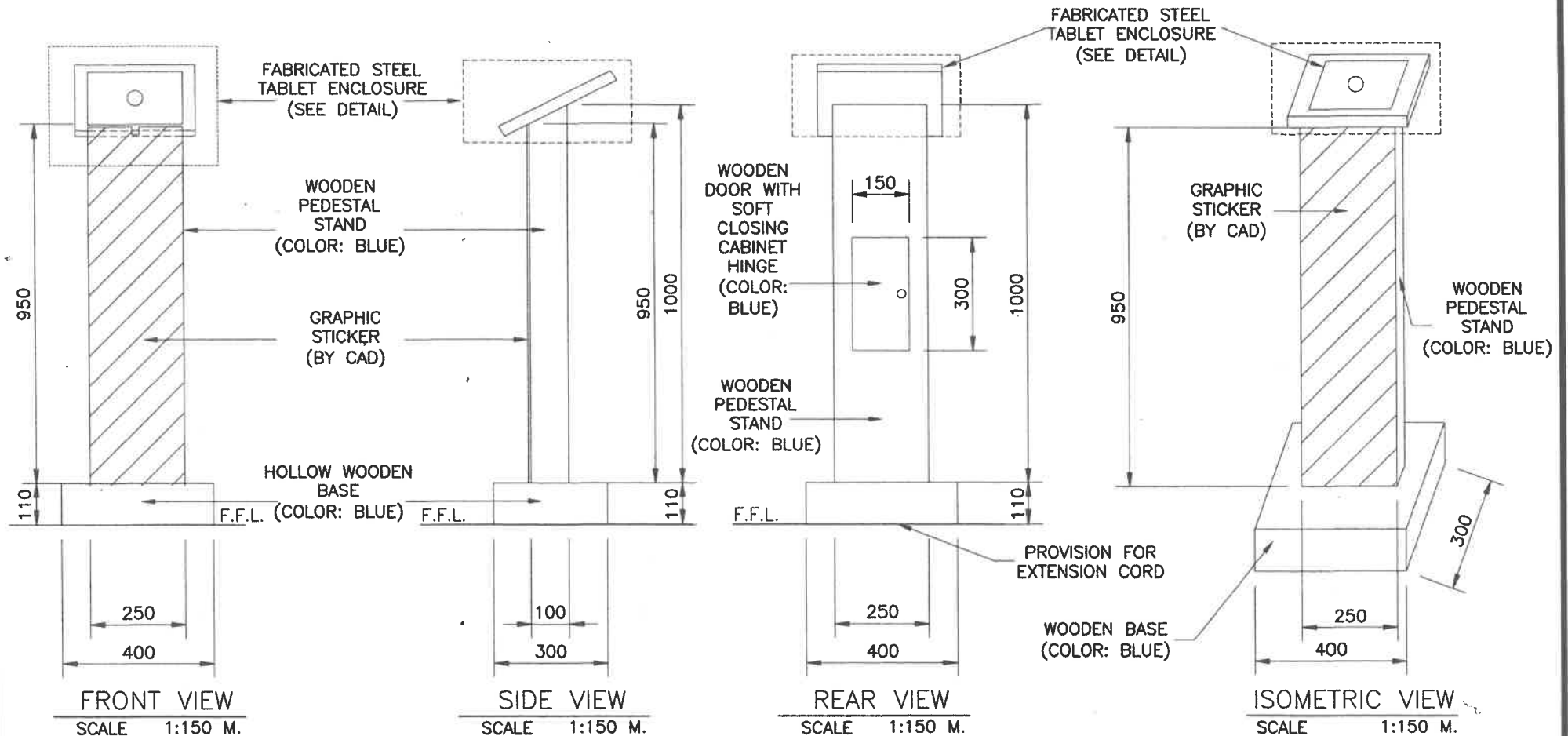
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ANNEX A

NOTE:

- VERIFY ACTUAL MEASUREMENT PRIOR TO FABRICATION
- VERIFY ENCLOSURE'S COMPATIBILITY TO LENOVO TAB M9
- DIMENSIONS: 215.43 x 136.76 x 7.99 mm (H x W x D)
- DISPLAY: 9" (1340x800)
- PROVIDE HOLLOW INTERIOR FOR CABLE ROUTING



PROJECT TITLE:

PROPOSED FLOOR STAND KIOSK DESIGN

LOCATION: Development Bank of the Philippines Head Office, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City

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CUSTOMER EXPERIENCE PORTAL FLOOR STAND STICKER DESIGN

950mm



250mm

CUSTOMER EXPERIENCE PORTAL FLOOR STAND STICKER DESIGN

Size: 250mm X 950mm

Material: Vinyl sticker with matte lamination on sintra board (1.5mm)

