

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF RETRACTABLE CANOPY

I. APPROVED BUDGET FOR THE CONTRACT

PESOS: TWO HUNDRED NINETY THOUSAND (P 290,000.00) INCLUSIVE OF FREIGHT/DELIVERY COSTS AND APPLICABLE TAXES

Description	Quantity	Amount
Supply, Delivery and Installation of Retractable Canopy	1 lot	P 290,000.00

II. REQUIREMENTS

A. Technical Specifications

Retractable Awning

Quantity	:	Seven (7) sets
Dimension	:	7.00 m (width) x 5.00 m (projection) each
Type	:	Cassette
Material	:	
Frame	:	Aluminum, powder coated (color: silver)
Fabric	:	Waterproof canvas with UV protection (solid color: white)
Operation	:	Manual (electric capable)

Note: Other specifications per manufacturer's standard.

B. Other Requirements

1. The supplier shall conduct inspection and submit shop drawings including installation/mounting details for DBP approval prior to procurement.
2. Supplier to provide all necessary accessories to complete the requirements to operate the retractable awning.
3. The supplier must submit brochures/specification sheets of devices/equipment for approval by DBP before purchase and/or installation. All items must conform with the standards implemented by the Bureau of Philippine Standards of the Department of Trade and Industry (DTI-BPS).

C. Manner of Delivery

Winning bidder shall handle freight shipments from its office to **DBP Iloilo Branch, I. de la Rama St., Iloilo City** (delivery location).

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III. CONDITIONS OF THE CONTRACT

1. The supplier shall ensure that the items delivered are in accordance with the specifications required by DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not according to the required specifications/model.
2. 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.
3. **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 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:

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

Approved by:

(per Sector Order No. 513 dated 20 August 2025)