

DEVELOPMENT BANK OF THE PHILIPPINES

TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF DBP SIGNAGE

I. APPROVED BUDGET FOR THE CONTRACT

PESOS: ONE HUNDRED THOUSAND (₱ 100,000.00) INCLUSIVE OF ALL APPLICABLE TAXES

Description	Quantity	Amount
Supply, Delivery and Installation of DBP Signage	One (1) lot	₱ 100,000.00

II. REQUIREMENTS

Particulars	Delivery Address
Supply, delivery and installation of one (1) unit flag-type signage includes dismantling of old signage and tapping to existing power supply	DBP Basilan Branch J.S. Alano Street, Seaside Barangay Isabel City, Basilan

Note: Refer to attached Technical Specifications/Plans.

III. CONDITIONS OF THE CONTRACT

1. The supplier shall conduct inspection and submit shop drawings for DBP approval prior to fabrication of signage.
2. 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 and not according to the required specifications/model.
3. 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.
4. **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.

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V. WARRANTY

In order to assure that manufacturing defects shall be corrected by the supplier, a warranty 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.

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Approved by:

SIGNED

MGR. EMILY F. SORILLA
Acting Head, Basilan Branch

Conformed by Supplier:

(Signature over Printed Name)