

**DEVELOPMENT BANK OF THE PHILIPPINES**

**TERMS OF REFERENCE**

**SUPPLY, DELIVERY AND INSTALLATION OF DBP SIGNAGE**

**I. APPROVED BUDGET FOR THE CONTRACT**

**PESOS: ONE HUNDRED FORTY-SIX THOUSAND THIRTY AND 89/100 (₱ 146,030.89)  
INCLUSIVE OF ALL APPLICABLE TAXES**

Description	QuantitySS	Amount
Supply, delivery and installation of DBP signage	1 lot	₱ 146,030.89

**II. REQUIREMENTS**

Particulars	Delivery Address
Supply, delivery and installation of <b>one (1) lot</b> horizontal signage including dismantling of existing signage	<b>DBP Basilan Branch</b> J. S. Alano St., Seaside Barangay, Isabel City, Basilan

*Note:* Refer to attached Technical Specifications/Plans (**Annex A**).

**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 supplier 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.

*SUPPLY, DELIVERY AND INSTALLATION OF DBP SIGNAGE*

**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.

-end-

Approved by:

SIGNED

**MGR. EMILY F. SORILLA**  
Acting Head, Basilan Branch

Conformed by Supplier:

\_\_\_\_\_  
(Signature over Printed Name)