



PROJECT : SUPPLY, DELIVERY, AND INSTALLATION OF HORIZONTAL SIGNAGE
LOCATION : DBP DAVAO, DIGOS, AND GENERAL SANTOS BRANCHES
SUBJECT : SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS

**I. APPROVED BUDGET FOR THE CONTRACT:
SIX HUNDRED FIFTY THOUSAND PESOS ONLY**

_____ Pesos (P 650,000.00)
Inclusive of VAT/applicable taxes.

II. SCOPE OF WORKS:

The project involves the replacement/ installation of horizontal signage at DBP DAVAO, DIGOS, and GENSAN Branch. The Supplier shall provide all labor, materials, tools, equipment, scaffoldings and supervision required to undertake the following:

1. Dismantling Works

- Safe and orderly removal of the existing horizontal signage.
- Proper disposal of dismantled materials and construction debris.

2. Supply, Delivery, and Installation

- Safe and proper delivery of horizontal signage.
- Preparation of necessary tools and hardware for installation.
- Secured and stable mounting of supports.
- Accurate placement and alignment of signage.
- Tapping to existing power supply

3. Site Restoration

- Cleaning of all work areas.

Notes:

- Supplier must check and assess the site and verify measurements prior to fabrication and installation.
- Supplier must remove left over materials and debris from work area
- All dismantled materials shall be turned over to DBP

III. TECHNICAL SPECIFICATIONS: (See Annex A)

- Signage dimensions: **MUST CONDUCT ACTUAL**
Single face lighted signage SITE MEASUREMENT (length x height x thickness)
- Flexible substrate with translucent film sticker
 - Complete with LED lighting fixture and timer
 - Signage casing made of 1" x 1" x 1.5mm B.I. tubular framing with painted aluminum siding and sheet backing

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

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| Conforme: |
| _____ Bidder's Company Name |
| _____ Name & Signature of Authorized Representative |
| _____ Designation |
| _____ Date |

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) when the Supplier fails to deliver, perform and comply with its obligation.
3. **Delivery Period:** The Supplier shall complete the supply, delivery and installation of new horizontal signage within **Thirty-one (31) calendar days** after receipt of Purchase Order (PO) / Notice to Proceed (NTP).
4. **Warranty:** The warranty period for this item is one (1) year from the date of Certificate of Acceptance. The warranty to cover the defects in materials, workmanship, or components under normal use.
5. **Performance Security:** To guarantee the faithful performance of obligations, the winning supplier is required to post within ten (10) calendar days from receipt of Notice of Award, a performance security in any of the following forms and percentages:

| Forms of Performance Security | Minimum % of Contract Price |
|--|---------------------------------|
| Cash, cashier's/manager's check issued by a Universal or Commercial Bank | Five Percent (5%) |
| Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank | |
| Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | Thirty Percent (30%) |

V. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following documents:

- Proposal/Quotation
- Proof PhilGEPS Registration
- 2025 Mayor's/Business Permit
- Omnibus Sworn Statement (Notarized)
- BIR Certificate of Registration
- Secretary Certificate (for Supplier under Partnership/Corporation)
- Signed Request for Quotation (RFQ)
- Signed Data Privacy Consent Form
- Signed Integrity Pledge

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VI. PAYMENT:

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

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

VII. 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.

-end-

Prepared by:

SIGNED

CAMILLE MARIANNE M. DELOS REYES
RBAC-SM Secretariat

Approved by:

SIGNED

VP ELVIE N. EULLARAN-ALBANO
Head, BBG-SM

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| _____ Designation |
| _____ Date |

TRANSLUCENT STICKER AND PAINTED
ALUMINUM SIDINGS / BACKING
(COLOR: BLUE)

X
SEE BRANCH ELEVATION FOR DIMENSION

Y
SEE BRANCH
ELEVATION FOR
DIMENSION



Development Bank
of the Philippines

Branch Name

200MM

EMBOSSSED

SPECIFICATION :

- SINGLE FACE ILLUMINATED SIGNAGE USING FLEXIBLE SUBSTRATE WITH TRANSLUCENT STICKER AND PAINTED ALUMINUM CASING, COMPLETE WITH LED LIGHTING FIXTURE AND TIMER
- FLEXIBLE SUBSTRATE: SEAMLESS, COLOR: WHITE
- TRANSLUCENT STICKER: WET TYPE, COMPUTER CUT-OUT, COLOR FOR BACKGROUND: 3630-157 SULTAN BLUE AND 3630-73 DARK RED, COLOR FOR TEXT/FONT: WHITE
- SIGNAGE CASING: LIFT-UP TYPE, 1" x 1/2" x 1.5mm TUBULAR FRAMING WITH PAINTED ALUMINUM SHEET BACKING AND PAINTED ALUMINUM SIDINGS (COLOR: BLUE)
- DBP LOGO: ACRYLIC PLASTIC, EMBOSSSED, COLOR: WHITE
FOR BACKGROUND - 3630-157 SULTAN BLUE, 3630-73 DARK RED

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

NOTE:

SUBMIT SHOP DRAWINGS TO
DBP MARKETING FOR
APPROVAL PRIOR TO FABRICATION



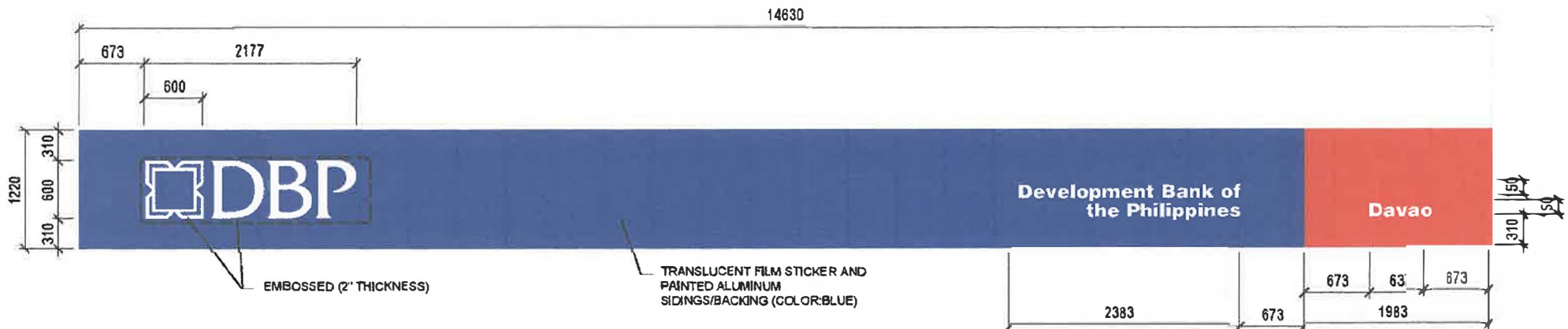
HORIZONTAL SIGNAGE DETAILS



We Build Possibilities

STANDARD DRAWINGS

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| CAD: | SHEET NO.: | PAGE: |
| CHECKED: | HSD-1 | 98 |
| DATE: | | |



SIGNAGE FRONT ELEVATION

SPECIFICATIONS :

- SINGLE FACE LIGHTED SIGNAGE
- SIZE: 14630mm (L) x 1220mm (H) x 200mm (W)
- FLEXIBLE SUBSTRATE WITH TRANSLUCENT FILM STICKER
- COMPLETE WITH LED LIGHTING FIXTURE AND TIMER
- COLOR CODE:
FOR BACKGROUND: 3630-157 SULTAN BLUE, 3630-73 DARK RED
COLOR FOR TEXT/FONT: WHITE

FONT :

FOR 'DBP'FRIZ QUADRATA (MEDIUM)
FOR 'Dev't Bank of the Philippines'HELVETICA BLACK
FOR 'BRANCH NAME'HELVETICA BLACK

NOTE:

- VERIFY ACTUAL MEASUREMENT PRIOR TO FABRICATION
- SIGNAGE SHOULD BE FULLY LIGHTED
- KINDLY OBSERVE PROPER SCALING (I.E. TEXT HEIGHT, TEXT SPACING)
- ALL DECALS FOR THE SIGNAGE SHOULD BE COMPUTER-CUT

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| Name & Signature of Authorized Representative |
| Designation |
| Date |



PROJECT TITLE:

**PROPOSED HORIZONTAL SIGNAGE
AT DBP DAVAO BRANCH**

LOCATION: DBP BLDG. C.M. RECTO AVE., DAVAO CITY

APPROVED BY:

SIGNED

SM ALBERTO SANTOS A. BERMEJO FVP ZANDRO CARLOS P. BRON
CONCURRENT D.C. CFMD HEAL CAD
Per Office Order No. 45 dated 16 November 2024

SIGNED

VP RIZARDO JOSE F.S. BANDAL
OIC BES MARKETING GROUP
Per Sector Order No. 323 dated 7 May 2025

SIGNED

ISSUE DATE:

May 15, 2025

REVISION DATE:

DRAWN BY:

K. CRAWFORD

REVIEWED BY:

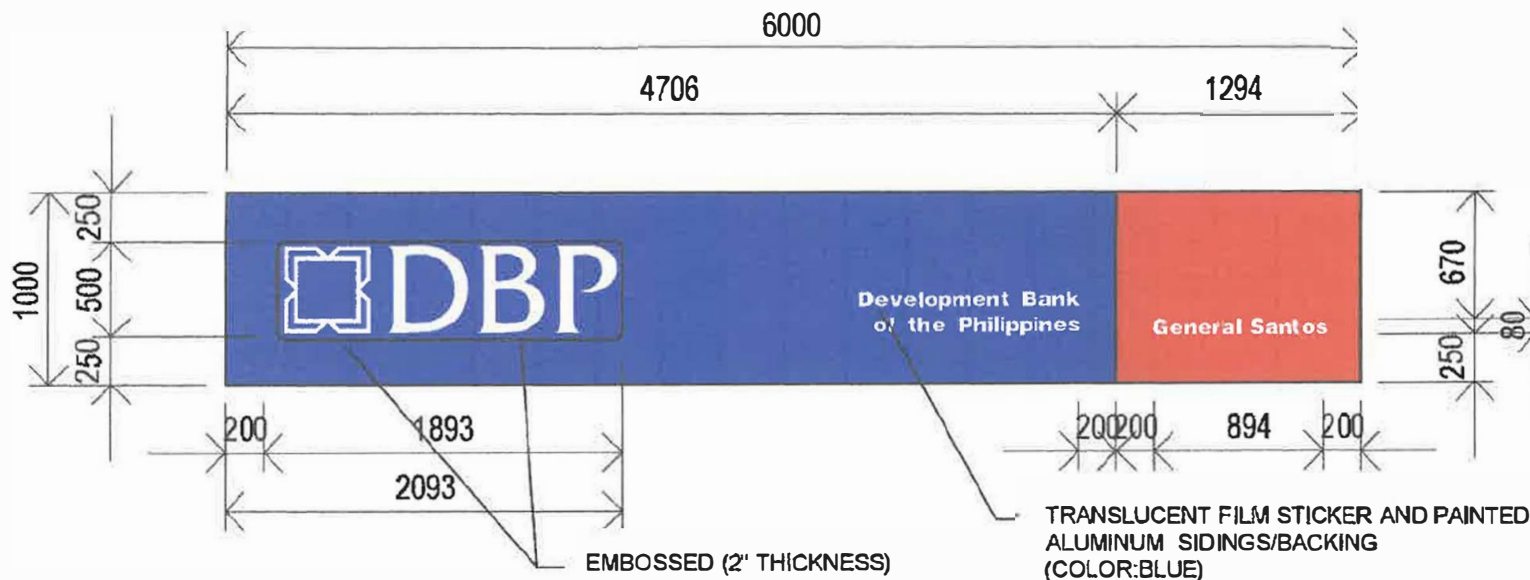
J. POBLETE

M.A. CANCIO

SHEET NO:

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HORIZONTAL SIGNAGE ELEVATION

SPECIFICATIONS :

- SINGLE FACE LIGHTED SIGNAGE
- SIZE: 6000mm (L) x 1000mm (H) x 200mm (W)
- FLEXIBLE SUBSTRATE WITH TRANSLUCENT FILM STICKER
- COMPLETE WITH LED LIGHTING FIXTURE AND TIMER
- COLOR CODE:
FOR BACKGROUND: 3630-157 SULTAN BLUE, 3630-73 DARK RED
COLOR FOR TEXT/FONT: WHITE

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

NOTE:

FOR 'DBP'FRIZ QUADRATA (MEDIUM)
FOR 'Dev't Bank of the Philippines'HELVETICA REGULAR, BLACK
FOR 'BRANCH NAME'HELVETICA REGULAR, BLACK

- VERIFY ACTUAL MEASUREMENT PRIOR TO FABRICATION
- SIGNAGE SHOULD BE FULLY LIGHTED
- KINDLY OBSERVE PROPER SCALING (I.E. TEXT HEIGHT, TEXT SPACING)
- ALL DECALS FOR THE SIGNAGE SHOULD BE COMPUTER CUT



DEVELOPMENT BANK OF THE PHILIPPINES

PROJECT TITLE:

**HORIZONTAL SIGNAGE AT
DBP GENERAL SANTOS BRANCH**

LOCATION: Roxas E. Ave, General Santos City, South Cotabato

RECOMMENDED BY:

SIGNED

SM ALBERTO SANTIANO A. BERNILLO
CONCURRENT I/C, C/FMD
Per Office Order No. 458 of 1619 November 2024

APPROVED BY:

SIGNED

FVP ZANDRO CARLOS P. SISON
HEAD, CAD

SIGNED

PRICARDO JOSE S. SANDAL
D/C, BBS MARKETING GROUP

ISSUE DATE:

22 April 2025

REVISION DATE:

13 May 2025

DRAWN BY:

A.R. Y.L. DELA CUADRA

REVIEWED BY:

A.R. J.N. POBLETE

SHEET NO:

**A
2**

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