



PRODUCTION/FABRICATION AND INSTALLATIONS OF CUSTOMIZED BUILD-UP INDOOR CORPORATE SIGNAGES

TERMS OF REFERENCE

I. OBJECTIVE

To select the supplier with the lowest calculated and responsive quotation for the production / fabrication and installations of three (3) pieces of **Customized Built-up Indoor Corporate Signages** using the Small Value Procurement method pursuant to R. A. 9184

II. SPECIFICATIONS

SIGNAGE 1

- Location: Main Lobby of 23rd Floor BPI Philam Life Makati Condo Corp Building, Makati City
- Estimated Size: Width - 96 inches x Height – 30 inches x Thickness - 4 inches
- Specifications: Build-up Lighted Acrylic **PHILGUARANTEE** Text, **Logo**, and **Yellow Strip** and Laser Cut-Out Acrylic **Philippine Guarantee Corporation** text on 4" Aluminum Framed Acrylic Light Box with built-in power switch and Wall Mounted
- Number of pieces - 1 piece/set

SIGNAGE 2

- Location: Treasury Cashier Area 22nd Floor BPI Philam Life Makati Condo Corp Building, Makati City
- Estimated Size: Width-72 inches x Height-24 inches x Thickness-1/2 inch built-up base
- Specifications: Build-up Acrylic **PHILGUARANTEE** Text, **Logo** and **Yellow Strip**, and Laser Cut-Out Acrylic **Philippine Guarantee Corporation** text on Built-up Acrylic Base frame, and Wall Mounted
- Number of pieces - 1 piece/set

SIGNAGE 3

- Location: VIP Access Lounge Area 24th Floor BPI Philam Life Makati Condo Corp Building, Makati City
- Estimated Size: Width-60 inches x Height-18 inches x Thickness-1/2 inch built-up base
- Specifications: Build-up Acrylic **PHILGUARANTEE** Text, **Logo** and **Yellow Strip**, and Laser Cut-Out Acrylic **Philippine Guarantee Corporation** text on 1/2 inch Built-up Acrylic Base frame, and Wall Mounted
- Number of pieces - 1 piece/set



PHILGUARANTEE

Philippine Guarantee Corporation

III. Documentary Requirements

Interested suppliers must submit all the documentary requirements under the Small Value Procurement method pursuant to R. A. 9184.

IV. Other Requirements

Winning bidder shall submit 3D mock-up drawing of signage layout upon receipt of Job Order as reference for evaluation and approval for fabrication.

V. Delivery

Delivery shall be within **15 Calendar Days** after approval of 3D mock-up drawing and **additional 2 Calendar days** for the installation. Failure by the winning supplier to deliver within its proposed period shall be subject to the penalties provided for in R. A. 9184.

VI. Terms of Payment

- a. Payment shall be made **15 Calendar Days** after the issuance of the Certificate of Job Completion and Acceptance by the PHILGUARANTEE.
- b. No advance payment nor partial payment shall be made.

VII. Approved Budget

The approved budget for the contract is **₱ 257,600.00** exclusive of all applicable taxes.

MILAGROS M. BAET

Head, Corporate Communications Department