



**TECHNICAL SPECIFICATIONS  
SUPPLY AND DELIVERY OF OFFICE DOOR SIGNAGES**

**SCOPE OF WORK/SERVICES/DELIVERABLES**

Quantity	Details	Peg
17 pcs	<p>Office signage with removable name plate, 3/8 thick acrylic and ¼ thick acrylic (removable) with UV LED direct print process            Size: approx. 12 x 4"            Base: gray color            Text: black            Font: to be advised            Estimated Unit Price: PhP2,500.00 each</p> <p>Names: <i>(final names to be provided upon issuance of NTP)</i></p> <ol style="list-style-type: none"> <li>1. Office of the Chief Operating Officer</li> <li>2. Internal Audit Office</li> <li>3. Office of the Corporate Board Secretary</li> <li>4. Corporate Planning and Business Development Department</li> <li>5. Legal Department</li> <li>6. Management Information Systems Department</li> <li>7. Office of the Deputy Chief Operating Officer for Marketing and Promotions</li> <li>8. International Promotions Department</li> <li>9. Domestic Promotions Department</li> <li>10. Meetings, Incentive, Conventions, Events Department</li> <li>11. Marketing Communications Department</li> <li>12. Office of the Deputy Chief Operating Officer for Corporate Affairs</li> <li>13. Finance Department</li> <li>14. Administrative Department</li> <li>15. Commission on Audit – Cluster 6</li> <li>16. Cash Unit</li> <li>17. Pantry</li> </ol>	 <p>A photograph of a gray office sign with a sliding name plate. The sign has '3a Office' printed on it. The sliding plate is currently showing 'Katie B. [unclear], Premises Coordinator'. A finger is pointing at the sliding plate.</p>
9 pcs	<p>Room signage with sliding status, 3/8 thick acrylic and 1/4 thick acrylic (sliding) with UV LED direct print process            Size: approx. 8 x 6"            Base: brown/gray color            Text: black            Accent: black            Font: to be advised            Estimated Unit Price: PhP2,500.00 each</p> <p>Names: <i>(final room names to be provided upon issuance of NTP)</i></p> <ol style="list-style-type: none"> <li>1. Luzon Meeting Room*</li> <li>2. Visayas Meeting Room*</li> <li>3. Mindanao Meeting Room*</li> <li>4. Activity Room A*</li> <li>5. Activity Room B*</li> <li>6. Activity Room C*</li> <li>7. Board Room*</li> <li>8. Bids and Awards Committee Room*</li> <li>9. Clinic*</li> </ol>	 <p>A photograph of a wooden conference room sign with a sliding status indicator. The sign reads 'CONFERENCE ROOM A'. The sliding indicator is currently set to 'Available'.</p>

## **DELIVERY**

Date of Delivery: thirty (30) calendar days upon approval of the final design

Place of Delivery: TPB Office at 6/F Five E-com Center, Harbor Drive, Mall of Asia Complex, Pasay City

## **ADDITIONAL TECHNICAL REQUIREMENT**

1. Submit a sample similar to the requirements upon submission of bid.

## **APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is **SIXTY-FIVE THOUSAND PESOS ONLY (PHP65,000.00)**, inclusive of all applicable taxes and fees.

## **TERMS OF PAYMENT**

1. Payment will be on a send-bill arrangement.
2. Payment Term will be thirty (30) working days and shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier.
3. Payment will be made through Land Bank of the Philippines (LBP) bank deposit. Otherwise, bank charges will be shouldered by the service provider.

## **PROJECT OFFICER'S CONTACT INFORMATION**

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