



TERMS OF REFERENCE FABRICATION AND INSTALLATION OF CUSTOMIZED INDOOR CORPORATE SIGNAGE

I. Items Descriptions and Specifications:

Item Description	Quantity
Glass Plate with Aluminum Composite Panel (ACP) Backing <ul style="list-style-type: none">• Cut out sticker (Black background and white text)• 2 Bolts• Thickness: 5mm• Height: 5 inches• Width: 18 inches	41 plates
Clear Acrylic Plate with Aluminum Composite Panel (ACP) Backing <ul style="list-style-type: none">• Cut out sticker (Black background and white text)• Thickness: 5mm• Height: 5 inches• Width: 18 inches	47 plates
Evacuation Plan, Clear Acrylic, with Luminous Sticker Print and Sintra Board Backing <ul style="list-style-type: none">• Printed Evacuation Plan (Luminous Sticker and Sintra Board Backing)• Thickness: 5mm Clear Acrylic, 5mm Sintra Board• Height: 8.5 inches	15 plates
Floor Directory, Stainless Steel Base with Acrylic Glass Panel and Stainless Steel Rod and Screw <ul style="list-style-type: none">• Philguarantee Logo: Height: 6 inches Width: 24 inches• 22nd/23rd/24th Floor Directory Height: 3 inches Width: 24 inches• Offices/Departments Signage Height: 2 inches Width: 24 inches	3 Sets

II. **Terms of Delivery:** 15 calendar days upon receipt of approved final proofing.

III. **Terms of Payment:** 30 calendar days upon receipt of billing statement.




PHILGUARANTEE


Philippine Guarantee Corporation

- IV. **Approved Budget for the Contract:** The Approved Budget for the contract is **Two Hundred Forty Four Thousand Seven Hundred Pesos Only (P 244,700.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:


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Facilities and Maintenance Division

Reviewed by:


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Officer-in-Charge
Facilities and Maintenance Division

Approved by:


MARVYN ANTHONY C. GALANG
Vice President
Facilities and General Services Department

Conforme:

Printed Name and Signature of Bidder
Date: