

TERMS OF REFERENCE

FABRICATION, SUPPLY AND INSTALLATION OF FIVE (5) INDOOR SINGLE-FACED PANAFLEX SIGNAGES (LIGHTED) FOR THE PHILIPPINE COMPETITION COMMISSION CITIZEN'S CHARTER

I. RATIONALE

The Philippine Competition Commission (PCC) is a quasi-judicial body mandated to implement the national competition policy and enforce Republic Act No. 10667 or the Philippine Competition Act, which serves as the country's primary competition law to maintain and promote market competition by regulating anti-competitive conduct.

Pursuant to Sec. 6 of RA 9485 or also known as Anti-Red Tape Act of 2007 which mandates all government offices and agencies to post their Citizen's Charter in the form of information billboards at the main entrances of offices or at the most conspicuous place. The PCC shall engage a service provider ("Bidder") for the fabrication, supply and installation of five (5) indoor single-faced *Panaflex* Signages (lighted) for the PCC Citizen's Charter.

II. SCOPE OF WORK AND DELIVARABLES

The Bidder for this project shall cover the following works:

1. Fabrication

The bidder shall be responsible in manufacturing five (5) indoor single-faced *Panaflex* signages (lighted) which will feature the Updated Citizens Charter of the Philippine Competition Commission (*Annex A*) within the prescribed timeframe as indicated in Section IV of this Terms of Reference. In the case of any revisions to the Citizen's Charter, the bidder shall ensure the *Panaflex* substrate can be replaced.

2. Supply, Delivery and Installation

All parts, components and equipment to be supplied and delivered shall be inspected by the end-user before installation. The bidder shall be responsible in securing the necessary permits and other documentary requirements needed in regard to the supply, delivery and installation of all parts, components and equipment for the signages. The end-user will assist the bidder with requirements, if needed.

Upon approval of all parts, components and equipment by the end-user, the bidder may begin the installation works. The signages will be installed in the lobby area of the Philippine Competition Commission. During installation, the end-user shall monitor the installation works in coordination with the bidder to ensure timeliness and quality of work.

3. Testing and Commissioning

After installation, the bidder shall perform thorough testing and commissioning of all installed parts, components and equipment ensuring optimum performance of the signages and submit test results through a report to the end-user for approval.

4. Maintenance and Technical Support

The bidder must provide and assist the end-user for any technical support with the capacity to operate, troubleshoot and repair the signages as the need arises. Also, the bidder shall transfer knowledge to the end-user in regard to the operation and maintenance of the signages.

III. TECHNICAL SPECIFICATIONS

The technical specifications of the signages are as follows:

PARTICULAR	SPECIFICATIONS
Quantity	Five (5) Units
Dimensions	5.0 ft x 3.5 ft x 6.0 in (H x L x W); <i>Subject to change upon agreement between the Bidder and the End-user.</i>
Printing	Panaflex Substrate, Digital Colored Printing
Backlight	Backlighted with Heavy Duty Lighting Fixtures (LED)
Framing	Made with aluminum composite material for the side and back cover

Other details of the specifications shall be discussed with the end-user, if needed.

IV. PROJECT DURATION/ WORK SCHEDULE

PARTICULAR	TIMELINE
1. Fabrication, Supply, Delivery and Installation	Week 1 – Week 3
2. Testing and Commissioning	Week 4

The project shall be completed within one (1) month upon the issuance of the Notice to Proceed (NTP). It shall follow the abovementioned timeline. Any changes in the timeline shall be discussed and agreed upon by both parties.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for this procurement is EIGHTY THOUSAND PESOS (Php 80,000.00) inclusive of all applicable government taxes and other miscellaneous expenses.

VI. PAYMENT SCHEME / TERMS OF PAYMENT

The Bidder shall submit a Statement of Account / Billing Statement (“SOA”) upon completion of the work and acceptance from the End-user. The End-user shall pay the Bidder within fifteen (15) days upon receipt of the SOA and issuance of Certificate of Satisfactory Services Rendered.

All payments shall be subject to the usual government accounting and auditing rules and regulations.

VII. LIQUIDATED DAMAGES

In case of a service provider’s delay in the delivery of goods and/or performance of services, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

VIII. DISPUTE RESOLUTION

- A. Should any dispute related to the contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.
- B. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and
- C. Any amendment or additional terms and conditions to the contract must be in writing, signed and acknowledged by the Parties.

IX. WARRANTY

The Bidder shall provide a warranty for one (1) year on all parts, components and equipment of the signages against any defects. This warranty shall include replacement of parts, components and/or equipment inclusive of all applicable fees at no additional cost to the End-user. The warranty period shall commence upon project completion and acceptance by the End-user.

Approved by:



ATTY. JOSEPH MELVIN B. BASAS
Director IV, FPMO

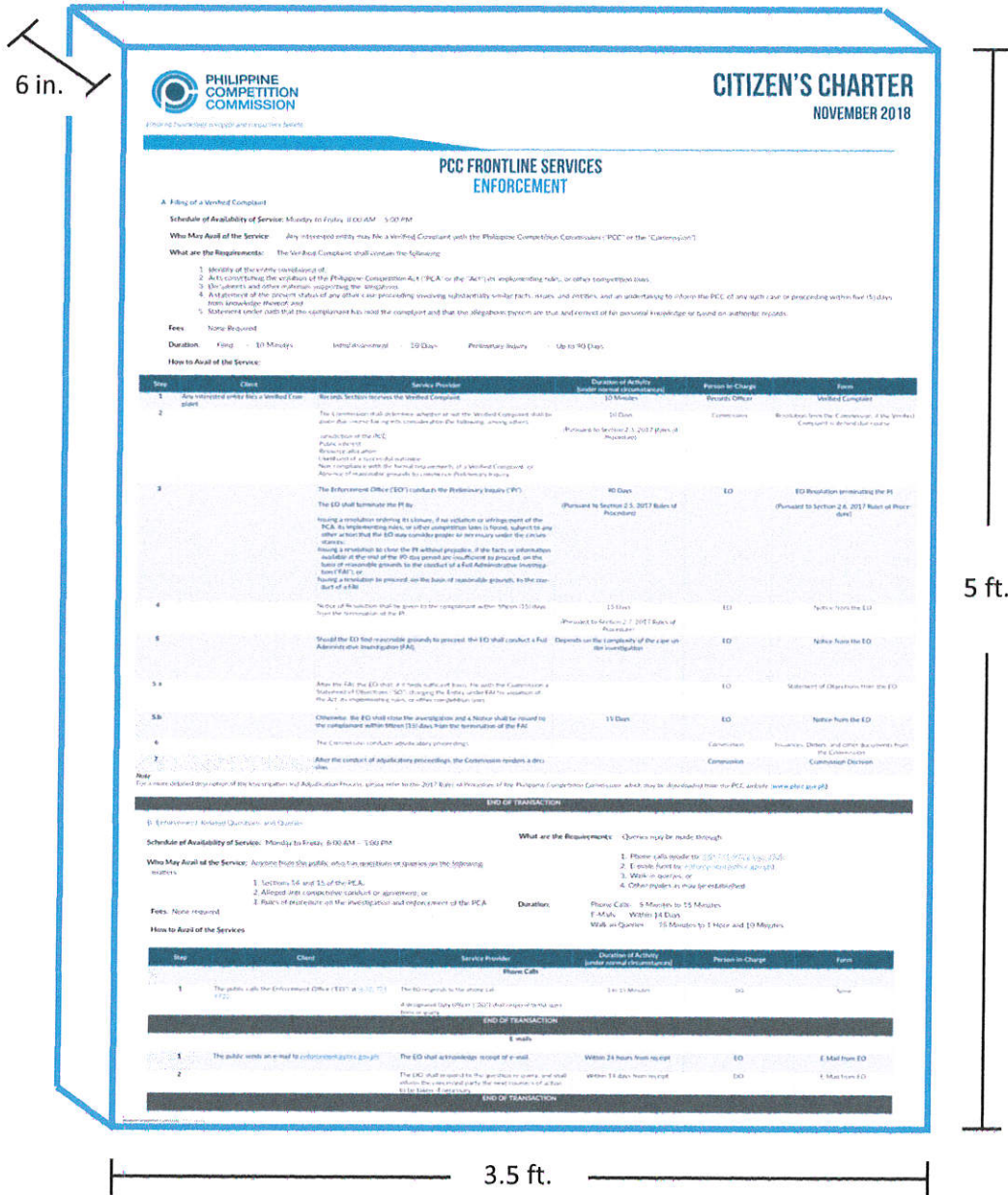
CONFORME:

Name of Service Provider

Signature of Authorized Representative

Designation

Sample Design



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