



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PMS-BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all interested providers to quote their *lowest price* on the item listed below subject to the General Conditions stated herein and submit the same duly signed by their authorized representatives not later than **07 December 2020 (Monday)**:

NAME OF PROJECT	:	SUPPLY, DELIVERY AND INSTALLATION OF CUSTOMIZED FURNITURE FOR THE PRESIDENTIAL MANAGEMENT STAFF (PMS) BUILDING
LOCATION	:	PMS BUILDING, ARLEGUI ST., SAN MIGUEL, MANILA
TERMS OF REFERENCE (TOR)	:	

I. BACKGROUND

The retrofitting and restoration works of the PMS Building are at its final stage, transforming it into a smart, intelligent, green and disaster-resilient structure conducive to creative thinking, inspires employee effectiveness, and maximizes productivity.

For the smooth and timely transfer to the PMS building, the PMS Management want to ensure the proper and timely procurement of office system and furniture based on the actual work requirements of PMS personnel in the service of the Presidency and the Cabinet, taking into consideration safety, comfort, and cost-efficiency; and in keeping with the modern, functional, and physical aesthetics of the newly retrofitted and restored PMS building.

II. SCOPE OF WORK

This TOR shall govern the supply, design, delivery and installation of customized furniture for the PMS Building.

III. SPECIFIC DELIVERABLES

a) General requirements:

- a.1) Supplier must be at least five (5) years in the industry of sale and distribution of customized furniture.
- a.2) Supplier must be willing to sign and abide by an Undertaking of Confidentiality with the PMS.

- a.3) Supplier must provide free training on the proper maintenance/cleaning of pieces of customized furniture.
- a.4) The furniture must be designed in such a manner that all sharp angular edges and corners are removed.
- a.5) All items offered should have the look, feel and functionality of high quality and durable furniture and fixtures.
- b) The prospective supplier must bid for the supply, design, delivery and installation of customized furniture with the design specifications and descriptions indicated in the attached list which forms part of this request for quotation. **(Annex A)**
- c) During the opening of bids, the bidder must submit brochures, illustrations, designs or photos of all the customized furniture showing the specifications indicated on the table above (i.e., dimensions, materials, finishes including the requirement for rounded corners or no sharp edges for all exposed parts of the customized furniture).
- d) Within five (5) calendar days after the opening of bids, the first lowest calculated bidder shall conduct a **show and tell** of the customized furniture as part of the post-qualification process. The winning bidder shall only be allowed to conduct three (3) show and tell activities.

Should the winning bidder be unable to comply with the product specifications and minimum requirements of the PMS during the three (3) show and tell activities, the next lowest calculated bidder shall conduct the same activities to determine their qualification.

IV. TIMELINES OR SCHEDULE OF DELIVERIES

The winning bidder shall ensure the delivery and installation of the items within 30 days upon receipt of the Notice to Proceed.

V. WARRANTY

All items, including spare parts, must have warranties of at least five (5) years.

VI. LIQUIDATED DAMAGES

Payment shall be made upon completion and acceptance of delivery and installation of the required items, subject to deduction of applicable taxes and 5% retention fee. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the cost of the undelivered portion for every day of delay.

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **₱999,500.00**.

VIII. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. The PhilGEPS Registration Number, Mayor's or Business Permit, Income Tax Return and Notarized Omnibus Sworn Statement shall be attached upon submission of the Quotation.

3. All quotations shall be considered as fixed prices, inclusive of all taxes and charges, and not subject to price escalation during contract implementation.
4. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Edmund Linus S.J. Cayuan at telephone number (02) 8876-8450 local 1023 or at cellphone number 0998-2056641. The Quotation may be submitted through e-mail at bac@pms.gov.ph.

The PMS reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The PMS assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

Ma. Vivian R. Puno

MA. VIVIAN R. PUNO

*Assistant Secretary and Chairperson,
PMS-Bids and Awards Committee*

PMS Building Office System and Furniture Requirements

Furniture	Specifications	Qty
Sofa (1)	Single seater in CSC standard fabric/leatherette (800L x 700W x 450H)	20
Visitor's Chair	Midback chair with fabric upholstered body, solid wood frame and legs. Woden leg must be tapered.	16
Center Table Round/Oval	Round Center Table 1000 dia. X 450 stone top with stainless legs	13
Meeting Table Oval (6 pax)	Oval conference table (1850L x 1050W x 750H) HPL top finish with solidwood edging. Metal Legs in Powder Coated Finish.	1
Bar Chair	36" to 40" height with a 26" (66 cm) stool with low backrest, steel frame	3
Garden Set	Garden Round Table and Chairs Sets	4
Chairs	Stackable Chairs (PVC)	60
Modular Conference Table (60x150cm)	32mm Thick Worksurface in HPL Top with Solid Wood Edging and Fliptop Cover (3650L x 1370W x 750H) with 50mm thick x "Varies'D x 718mmH Metal legs in Powdercoat Finish. Folding/stackable. Rounded edges/corners.	10
Park bench chairs	Park Bench all wood with cast iron frames	6