



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 suppliers 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 September 2020 (Monday)**:

NAME OF PROJECT : SUPPLY AND DELIVERY OF 41 UNITS OF LATERAL CABINETS FOR THE PMS

LOCATION : PMS BUILDING, ARLEGUI ST., SAN MIGUEL, MANILA

TERMS OF REFERENCE (TOR) :

I. BACKGROUND

In the newly retrofitted PMS building, there are no storage rooms allocated for the various PMS units. To ensure that the records are secured and organized properly, the offices and services shall be provided with heavy duty lateral cabinets. Some of the lateral cabinets shall likewise be used to safekeep supplies and materials of the agency.

II. SCOPE OF THE PROJECT

This TOR shall govern the supply and delivery of 41 units of Lateral Cabinets for the PMS.

III. SPECIFIC DELIVERABLES

The prospective suppliers must bid for the supply and delivery of 41 units of 4-Drawer Lateral Filing Cabinets with recessed handle, W900 x D450 x H1380, Gauge 20 and powder coated finish.

IV. SCHEDULE OF DELIVERIES AND PAYMENT

Supply and delivery of Lateral Cabinets shall be made by the winning bidder within 10 calendar days upon receipt of the Notice to Proceed. Payment shall be made upon completion and acceptance of delivery of the required items, subject to deduction of applicable taxes by PMS and 5% retention fee.

V. WARRANTY

All items, including its spare parts, must have warranties of at least one (1) year.

VI. LIQUIDATED DAMAGES

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 **₱540,000.00**.

VIII. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. 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 Atty. Julius P. Alegrado or Edmund Linus S.J. Cayuan at telephone number (02) 8876-8450 local 1034/1023 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

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