



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PMS-BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 09 March 2021

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* for the **Procurement of 50 Units Open-Type Steel Shelves**, subject to the General Conditions stated herein, and to submit the said quotation duly signed by its representative not later than **18 March 2021 (Thursday)**.

Quotations shall be in accordance with the attached Terms of Reference, to be submitted in coordination with:

Contact Person : Tricia Ann Coleen M. Bautista
Contact No. : (0917) 596-7104 / 8876-84-50 Local 1054
Submission via e-mail : bac@pms.gov.ph

GENERAL CONDITIONS:

1. All quotations must be printed on the company's letterhead.
2. The PhilGEPS Registration Certificate/Number, Mayor's or Business Permit, Income or Business Tax Return and Omnibus Sworn Statement shall be attached to the quotation.
3. The prospective bidders may submit an offer that provides for superior quality and/or better terms and conditions at **no extra cost** to the PMS.
4. All quotations shall be considered as **fixed prices** and are, therefore, **not subject to price escalation** during contract implementation.
5. All transactions are subject to withholding of appropriate taxes and fees.

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
Asec. MA. VIVIAN R. PUNO
Chairperson, PMS-Bids and Awards Committee



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TERMS OF REFERENCE (TOR)

PROCUREMENT OF FIFTY (50) UNITS OPEN-TYPE STEEL SHELVES

I. BACKGROUND/RATIONALE

The Office of the President-Presidential Management Staff (OP-PMS) is mandated to provide technical assistance and advice to the President in exercising overall management of the development process. In order to provide efficient support to the Presidency, the PMS-Knowledge Management Service (KMS) shall establish an efficient and effective records management, both for digital and physical records, where information and knowledge resources are preserved and protected. To ensure efficient and effective management of physical records, the KMS shall procure an open-type steel shelves, as recommended by the National Archives of the Philippines during its inspection conducted at the OP-PMS off-site storage area in Silang, Cavite on 18 November 2020.

II. OBJECTIVE

In line with the KMS' mandate to establish an efficient and effective records management, the PMS-KMS shall procure fifty (50) units of open-type steel shelves for storage of permanent records of the OP-PMS to the off-site storage area in Silang, Cavite. These shelves shall replace the fabricated steel shelves being used in the said off-site storage. Said shelves shall ensure that the physical records are stored, preserved, and protected for long term use of all OP-PMS personnel for their research works and other deliverables in serving the Presidency.

III. SCOPE OF WORKS

This is specifically for the supply and delivery of fifty (50) units of durable and reliable open-type steel shelves for a long-term storage of physical records.

IV. SPECIFIC DELIVERABLES

The supply and delivery of fifty (50) units of open type steel shelves with minimum technical specifications as follows:

Quantity	Description
Fifty (50) units open-type steel shelves	<ul style="list-style-type: none">• 6-layer adjustable shelves, including top and bottom• All steel, fabricated in cold rolled sheets (CRS)• Powder coated, hi-bake with anti-rust protection

	<ul style="list-style-type: none"> • With stiffener support and post made of fabricated angle bar, B.I. #14, 1 ½" x 2 ½" • With oval holes provided with corner gusset bolted alternately on shelves • Dimension is 72"H x 36"W x 18"D • Gauge is No. 20 • Color light gray • No delivery charge
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V. SCHEDULE OF DELIVERY

The supplier shall deliver the open-type steel shelves within 30 working days from the issuance of Notice to Proceed in Silang, Cavite.

VI. REMUNERATION AND TERMS OF PAYMENT

The supplier shall be paid in full completion upon acceptance of PMS, subject to withholding of applicable taxes.

VII. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the procurement of the fifty (50) open-type steel shelves is four hundred seventy thousand pesos (P470,000.00), inclusive of all government taxes and fees.

Prepared by:

[Signature]
IDYL B. BASCO
 Administrative Officer IV

Reviewed by:

[Signature]
DOLORES D. KAHANAP
 Chief, KMS-DMMPT

Noted by:

[Signature]
DOMINGA R. FLORES
 Director, KMS

CERTIFIED FUNDS/ALLOTMENT AVAILABLE
[Signature]
 EVELYN PAGADOR
 Ref. No. # 140 Date 3/3/21
 Amount # 470,000
 Allotment _____

22 February 2021