



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* for the supply and delivery of construction materials for the rectification of storage rooms and other identified areas of the PMS Building, subject to the General Conditions stated herein, and to submit the said quotation duly signed by its representative not later than **06 November 2020 (Friday)**:

NAME OF PROJECT : **SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS FOR THE RECTIFICATION OF STORAGE ROOMS AND OTHER IDENTIFIED AREAS OF THE PMS BUILDING**

TERMS OF REFERENCE :

I. SCOPE OF THE PROJECT

The TOR shall govern the supply and delivery of various construction materials for the rectification of storage rooms and other identified areas of the PMS Building.

III. SPECIFIC DELIVERABLES

The prospective suppliers must bid for the supply and delivery of various construction materials for the rectification of storage rooms and other identified areas of the PMS Building, including the cost of delivery (*see attached list of construction materials*).

The construction materials shall be delivered at the PMS Building, Arlegui Street, San Miguel, Manila.

IV. TIMELINE/SCHEDULE OF DELIVERY

The supply and delivery of construction materials shall be completed within seven (7) calendar days upon receipt of the Notice to Proceed.

V. INSTITUTIONAL REQUIREMENTS

In case there are materials found to be sub-standard or defective, the supplier shall immediately replace them without additional cost to PMS.

VI. TERMS OF PAYMENT

The winning bidder/supplier shall be paid the contract amount in full within fifteen (15) working days upon delivery and acceptance of the construction materials by PMS, subject to deduction of applicable taxes.

Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **EIGHT HUNDRED EIGHTY TWO THOUSAND FIVE HUNDRED PESOS (₱882,500.00)**.


GENERAL CONDITIONS:

1. All quotations must be typewritten in 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.

For further inquiries, please coordinate with Ms. Tricia Ann Coleen M. Bautista at telephone number (02) 8733-4888 or at cellphone number 09175967104. The Quotation may be submitted through e-mail at [**bac@pms.gov.ph**](mailto: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.


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