



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/distributors, which are registered with the Philippine Government Electronic Procurement System (PhilGEPS), to quote their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **07 December 2020 (Monday)**:

NAME OF PROJECT	:	PROCUREMENT OF TOKENS OF APPRECIATION FOR THE GOVERNMENT LOYALTY FOR CY 2020
LOCATION	:	AAP Tower, 683 Aurora Boulevard, Barangay Mariana, Quezon City
APPROVED BUDGET	:	PhP979,000.00
SOURCE OF FUND	:	General Appropriations Act 2020
BRIEF DESCRIPTION	:	The PMS-PRAISE Committee, seeks to engage the services of a supplier/distributor that will provide commemorative tokens of appreciation for the recipient of the Loyalty for CY 2020. The tokens shall be awarded to deserving employees for their continuous and satisfactory service in the government.

TERMS OF REFERENCE:

I. Technical Requirements

The prospective suppliers/distributors shall bid for the following items:

Item Description	Quantity	Cost per Piece	Total Cost
SILVER RING ✓ Unisex ✓ 14k white gold, 7 g ✓ Setting-14mm in diameter ✓ PMS Logo – 10mm in diameter ✓ Engraved name of awardees	24 pieces	P17,500.00	P420,000.00

GOLD NECKLACE WITH PENDANT ✓ Unisex ✓ Necklace (18 k): <ul style="list-style-type: none"> • yellow gold & 10g in weight • 21 inches in length • Hook/spring lock 			
✓ Pendant/Medallion (18 k, oblong type): <ul style="list-style-type: none"> • Yellow gold • 4 g in weight • Size - 15mm x 23mm • PMS Logo – 15mm x 23mm Tricolor • Thickness – 2mm 	13 pieces	P43,000.00	P559,000.00
✓ Engraved name of awardees			
TOTAL			P979,000.00

II. Qualifications

- a. The Service Provider must have at least three (3) years of experience in providing jewelry as tokens for office recognition programs, preferably for government institutions; and
- b. Must have the necessary license/certification/accreditation to operate and assure the provision of quality products.

III. Institutional Requirements

The winning bidder/supplier shall present the actual sample within one week after the receipt of the Notice to Proceed or prior to production of the tokens.

As to the quality and required specifications (e.g., weight in grams) of the tokens, the winning bidder/supplier shall directly coordinate, assure compliance, and conduct actual weighing of the delivered tokens with the PRAISE Committee.

The PMS-SHRDS, shall provide the winning bidder/supplier with a list containing the names, years of service, and applicable sizes of the tokens (e.g., ring size) to be used as reference for the production of the said tokens.

IV. Security and Confidentiality

The Service Provider shall be required to sign a perpetual non-disclosure agreement for all transactions made with OP-PMS. Thus, the winning bidder/supplier must not disclose any information gathered or obtained (i.e. names of personnel) from the Agency. Further, all jewelry molds used in the production of the tokens must be surrendered to the PMS.

V. Timeline/Schedule of Delivery

The duration for the supply of the above tokens shall be 20 working days upon receipt of the “Notice to Proceed” from the PMS.

VI. Terms of Payment

Upon submission of the statement of account (SOA)/billing, issuance of certificate of acceptance of the tokens, and surrender to the PMS of the mold (with the PMS logo), the supplier shall be paid the contract amount in full, subject to deduction of applicable taxes.

VII. Warranty

Upon full delivery of the tokens and issuance of certificate of acceptance from the PMS, warranty shall be for a period of six (6) months. Within the warranty period, the supplier shall cause the replacement of the token found to be with factory defects.

VIII. Approved Budget

Approved budget for the procurement of the tokens is **P979,000.00**.

GENERAL CONDITIONS:


- 1) All quotations must be typewritten in the company's letterhead.
- 2) Phil-GEPS Registration Certificate, Mayor's or Business Permit, Income or Business Tax Return and Omnibus Sworn Statement shall be attached upon submission of the Quotation.
- 3) Price validity shall be for a period of **30 days** from submission of quotation.
- 4) The bidders may submit an offer that provides for superior quality and/or better terms and conditions at **no extra** cost to PMS.
- 5) All bids shall be considered as **fixed prices** and **not subject to price escalation** during contract implementation.
- 6) Bidders shall submit original brochures of the product being offered, if applicable.
- 8) All transactions are subject to withholding of appropriate taxes and fees.
- 9) Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
- 10) A penalty of one-tenth of one percent (0.001) of the total value of the cost of the delayed goods on services scheduled for delivery or performance for every day of delay. The liquidated damages will be imposed until such goods or services are finally delivered or performed and accepted by PMS.

For further inquiries, please coordinate with Ms. Tricia Ann Coleen M. Bautista, Member, PMS-BAC Secretariat at telephone number 8734-4848 or 0917-5967104. The Quotation may be submitted through e-mail at bac@pms.gov.ph or delivered to:

Bids and Awards Committee Secretariat
8th Floor AAP Tower, No. 683 Aurora Boulevard
Barangay Mariana, Quezon City

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-BAC

Quezon City, 27 November 2020