



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, delivery and installation of window blinds, subject to the General Conditions stated herein, and to submit the said quotation duly signed by its representative not later than **04 December 2020 (Friday)**:

NAME OF PROJECT : **SUPPLY, DELIVERY AND INSTALLATION OF WINDOW BLINDS FOR THE PRESIDENTIAL MANAGEMENT STAFF (PMS)**

TERMS OF REFERENCE :

I. Scope

This TOR shall govern the supply, delivery and installation of window blinds at the PMS building.

II. Specific Deliverables by the Supplier

1. General requirements:

- 1.1 All items shall have a warranty of at least one (1) year.
- 1.2 Free two (2) re-installations and adjustments of blinds.
- 1.3 Free training on installation/reinstallation and maintenance/cleaning of blinds.
- 1.4 The amount to be paid to the supplier shall only be based on the actual areas of blinds installed, inclusive of appropriate taxes and other charges.

2. Scope of the Project

- 2.2 The prospective suppliers must bid for the supply, delivery and installation of window blinds (***see attached window schedule***).
- 2.3 The window blinds shall be delivered and installed at the PMS Building, Arlegui Street, San Miguel, Manila.
- 2.4 Prospective suppliers shall conform to the following minimum technical specifications/descriptions required by PMS:

Specification	TYPE
	Dual Shade
Composition	Polyester 100%
Width	280 cm
Thickness	Solid: 0.38 mm; Mesh: 0.11 mm
Repeat Size	Solid: 13.8 cm; Mesh: 9.1 cm
Design/Color	Glory design or its equivalent

2.5 The winning bidder shall install sample window blinds at the selected areas (i.e., conference, lounge, staff and executive areas) of the PMS building within five (5) calendar days from the receipt of the Notice to Proceed.

III. Timelines or Schedule of Delivery

The supply, delivery and installation of window blinds at the PMS Building shall be within 15 calendar days from the receipt of the Notice to Proceed.

IV. Terms of Payment

1. Payment shall be made upon completion and acceptance of the installed blinds, subject to deduction of applicable taxes by PMS and 5% retention fee¹.
2. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of the undelivered item/s for every day of delay.
3. All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

V. Approved Budget for the Contract

The approved budget for the contract is **NINE HUNDRED SIXTY-FOUR THOUSAND SEVEN HUNDRED FIFTEEN PESOS (P964,715.00)**

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.

¹ Per Government Procurement Policy Board Resolution No. 30-2017 dated 30 May 2019.

For further inquiries, please coordinate with Ms. Tricia Ann Coleen M. Bautista at telephone number (02) 8733-4888 or at cellphone number 0917 596 7104. 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.


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

Date: 26 November 2020