



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, which are registered with the Philippine Government Electronic Procurement System (PhilGEPS), to quote their *lowest price* on the item listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **07 March 2013**:

**NAME OF PROJECT** : Procurement of APC uninterrupted power supply appliance for the PMS

**LOCATION** : PMS Central Office

**APPROVED BUDGET** : Three Thousand Four Hundred Sixty Two Pesos and Twenty Five Centavos (Php 3,462.25)

**DELIVERY PERIOD** : Forty Five (45) calendar days upon issuance of Notice to Proceed

**BRIEF DESCRIPTION** : The procurement activity calls for the supply and delivery of APC uninterrupted power supply appliance

**I. SCOPE OF WORK**

Supply and delivery of UPS.

**II. SPECIFIC DELIVERABLES BY THE SUPPLIER**

1. The prospective supplier shall supply and deliver one (1) unit of APC back-UPS ES 500VA 230V with part number BE500R-PH.

**III. INSTITUTIONAL REQUIREMENTS**

The bidder shall warrant the UPS to be in accordance with the manufacturer's standard and free from faults and defects in materials. The UPS to be supplied shall be covered by a full part/s and labor warranty from the manufacturer for a period of one (1) year from the date of acceptance.

The prospective supplier/service provider shall warrant that it shall conform strictly to the terms and conditions of this Terms of Reference.

#### IV. REMUNERATION AND TERMS OF PAYMENTS

The supplier shall be paid in full, by check, upon delivery and acceptance by the PMS of the item specified in the TOR, as attested by a certificate of acceptance.

#### GENERAL CONDITIONS:

- 1) All entries must be typewritten in the company's letterhead.
- 2) G-EPS Registration Certificate shall be attached to the quotation upon submission to the Bids and Awards Committee Secretariat.
- 3) Price validity shall be for a period of **30 days** from submission of quotation.
- 4) 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.
- 7) Bidders shall conform to the minimum standards which must be of Philippine standards, or standards specified by the Department of Trade and Industry (DTI).
- 8) All transactions are subject to withholding of creditable Value Added Tax.
- 9) A penalty of one-tenth of one percent (0.001) of the total cost of the undelivered/unperformed goods or services shall be imposed 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. Emily L. Franco/Mr. Bryan John G. Maga at telephone numbers 734-2192/733-4977 (telefax) and 734-3971 to 86 local 162. The Quotation may be submitted through e-mail at [pms\\_bac@pms.gov.ph](mailto:pms_bac@pms.gov.ph) or delivered to the following address:

**Bids and Awards Committee Secretariat**  
4/F Office for Legal Affairs  
PMS Building, Arlegui Street  
San Miguel, Manila

The PMS reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the procurement 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.



**ATTY. RANDOLPH A. PASCASIO**  
*Director IV and Head, BAC Secretariat*

Manila, 27 February 2013