



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 or service providers within Metro Manila, 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 **01 February 2013**:

<b>NAME OF PROJECT</b>	:	Repair of the Airconditioning System of the PMS Toyota Coaster
<b>LOCATION</b>	:	PMS Central Office
<b>APPROVED BUDGET</b>	:	One Hundred Eighty Thousand Pesos (PhP180,000.00)
<b>BRIEF DESCRIPTION</b>	:	Repair of airconditioning system and replacement of defective parts

**I. DELIVERABLES**

1. The prospective bidders shall bid for the repair of the airconditioning system of the Toyota Coaster with plate number SFG-109, **including** the replacement of its defective parts.
2. Prospective bidders may request the PMS for the conduct of an inspection/assessment of said vehicle at their repair shop or service center. Said inspection/assessment shall be free of charge.
3. Repair shall be completed by the winning bidder/repair shop within seven (7) days upon receipt of the Notice to Proceed.
4. Warranty for the parts and service/labor shall be for a period of six (6) months and one (1) year, respectively.
5. Prospective bidders shall submit an offer which is most advantageous to PMS. They may submit an offer that provides for superior quality and/or better terms and conditions at no extra cost to PMS.

**II. TERM OF PAYMENT**

Payment shall be made upon completion of the repair and acceptance by the PMS, subject to its deduction of applicable taxes.

## **GENERAL CONDITIONS:**

- 1) All entries must be typewritten in the company's letterhead.
- 2) PhilGEPS 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.
- 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 734-2192/733-4793 (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, 25 January 2013