



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* on the items listed below, subject to the General Conditions stated herein, and submit the same duly signed by their authorized representatives not later than **05 July 2017 (Wednesday)**:

NAME OF PROJECT : PROCUREMENT OF TOKENS OF APPRECIATION FOR THE LOYALTY INCENTIVE AWARDEES FOR CY 2017(LOYALTY IN PMS)

LOCATION : PMS CENTRAL OFFICE

APPROVED BUDGET : ₱ 144,200.00

TERMS OF REFERENCE :

I. **Budgetary Requirements**

The prospective suppliers shall bid for the following items:

TYPE OF TOKEN	SPECIFICATIONS	No. of Pcs./Gender	Cost per Piece (P)
Gold Wristwatch	Male: ✓ Metal watch with tri-colored PMS logo (25mm in diameter) and genuine leather/metal bracelet	4 (3 female, 1 male)	6,000.00
Silver Wristwatch	✓ Stainless steel/white dial preferably with: • Gold tone accents for gold wrist watch • Silver tone accent for silver wrist watch; and • Bronze tone accent for bronze wrist watch ✓ Water resistant ✓ Round case (35mm in diameter)	14 (8 female, 6 male)	5,500.00
Bronze Wristwatch	Female: ✓ Metal watch, two-tone with silver dial, tri-colored PMS logo (25mm in diameter) and genuine leather/metal bracelet ✓ Stainless steel case and preferably with: • Gold tone accents for gold wrist watch • Silver tone accent for silver wrist watch; and • Bronze tone accent for bronze wrist watch ✓ Water resistant ✓ Round case (30mm in diameter)	9 (5 male, 4 female)	4,800.00

II. **Timeline/Schedule of Delivery**

The delivery of the above tokens of appreciation, including testing (as to quality of the watches) shall be within 20 calendar days upon receipt of the Notice to Proceed.

III. **Terms of Payment**

The supplier shall be paid the contract price in full upon delivery and acceptance by the PMS, subject to deduction of applicable taxes.

IV. **Warranty**

Upon delivery and acceptance, service warranty shall be for a period of one (1) year. Within the same period, the supplier shall immediately cause the replacement of tokens found to be with factory defects.

V. **General Conditions**

1. All quotations must be typewritten in the company's letterhead.
2. PhilGEPS 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. All quotations shall be considered as fixed prices and not subject to price escalation during the contract implementation.
4. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Atty. Julius P. Alegrado at telephone number 734 2098. The Quotation may be submitted through e-mail at pmsbacsec@gmail.com or delivered to the address below:

Bids and Awards Committee Secretariat
9th Floor, AAP Tower, 683 Aurora Blvd.
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.


Atty. JOSE WILFRIDO S. OCA, CESO II 
Assistant Secretary and Chairman,
PMS-Bids and Awards Committee