



**PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES TO THE
UNITED NATIONS
Bids and Awards Committee**

REQUEST FOR QUOTATIONS

The Permanent Mission of the Republic of the Philippines to the United Nations, through the General Appropriations Act, intends to apply the sum of US DOLLARS: FOUR THOUSAND TWO HUNDRED FORTY (US\$4,240.00), the Approved Budget for the Contract (ABC), for the eligible payments under the contract for the HIRING OF A WEB DESIGNER AND DEVELOPER TO CREATE A NEW OFFICIAL WEBSITE OF THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA. Quotations in excess of the ABC shall be automatically rejected at Bid Opening.

The Permanent Mission of the Republic of the Philippines-Bids and Awards Committee (NYPM-BAC) requests quotations for the said project, described as follows:

Lot No.	Project Specification	ABC (US\$)
1	HIRING OF A WEB DESIGNER AND DEVELOPER TO CREATE A NEW OFFICIAL WEBSITE OF THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA	US DOLLARS: FOUR THOUSAND TWO HUNDRED FORTY (US\$4,240.00)

Due to the ongoing COVID-19 pandemic and in strict observance of health and safety protocols, there shall be no in-person procurement meetings and conferences. As such, NYPM-BAC has scheduled the following activities for the said Project:

Pre-Submission Conference	None. All queries will have to be submitted by email to the Administrative Officer of the Mission (anika.fernandez@dfa.gov.ph), as indicated in the Request for Quotation.
Submission of Bids	3:00pm, 19 April 2022 (Tuesday)
Opening and Evaluation of Bids	3:00pm, 20 April 2022 (Wednesday)

Delivery of the unit described in the attached Terms of Reference is required within thirty (30) calendar days from the Issuance of the Notice to Proceed. Those who submitted

Quotations should have completed within three (3) years prior to the date of submission and receipt of bids, a contract similar to the Project.

Quotations must be sent by email to:

Ms. Anika A. Fernandez (Administrative Officer and Attaché)

anika.fernandez@dfa.gov.ph

+1 212 764 1300 local 115

+1 917 288 0988

Address:

Permanent Mission of the Philippines to the United Nations

556 Fifth Avenue, 10036, New York

New York USA

NYPM-BAC reserves the right to accept or reject any submission, to annul the procurement process, and to reject all quotations submitted at any time prior to contract award, without thereby incurring any liability to the affected parties.



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TERMS OF REFERENCE

Project Title: HIRING OF A WEB DESIGNER AND DEVELOPER TO CREATE A NEW OFFICIAL WEBSITE OF THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA

Contract Price: US DOLLARS: FOUR THOUSAND TWO HUNDRED FORTY (US\$4,240.00)

Delivery Address: Permanent Mission of the Philippines to the United Nations in New York, 556 Fifth Avenue, 10036 New York, New York USA

Scope: Design and create a new website for the Permanent Mission of the Philippines to the United Nations in New York.

Services will include, among others, the following:

- Website UI/UX Design
- Content Management System using Wordpress Platform
- Website Development using Wordpress Platform
- SSL Setup
- Domain Setup
- Web Hosting Configuration
- Wordfence Security Setup

REQUEST FOR QUOTATION

Date of Submission: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

The Bids and Awards Committee of the Permanent Mission of the Philippines to the United Nations (NYPM-BAC) intends to procure the HIRING OF A WEB DESIGNER AND DEVELOPER TO CREATE A NEW OFFICIAL WEBSITE OF THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA

Please quote your best offer for the items described herein, subject to the Terms and Conditions provided in the last page of this document. Submit your quotation duly signed by you or your duly authorized representative **not later than 3:00pm, 19 April 2022 (Tuesday)**, by email to:

Ms. Anika A. Fernandez
Administrative Officer and Attaché
anika.fernandez@dfa.gov.ph
+1 212 764 1300 local 115
+1 917 288 0988

Address:
Permanent Mission of the Philippines to the United Nations
556 Fifth Avenue, 10036, New York
New York USA

A notarized Omnibus Sworn Statement is required to be submitted prior to any award.

Please feel free to contact Ms. Fernandez for further information.

**Bids and Awards Committee
Permanent Mission of the Philippines to the United Nations**

INSTRUCTIONS

1. Accomplish this Request for Quotation (RFQ) correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

SUBMISSION

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item/Technical Specifications	Yes	No	Remarks	Price*
Website UI/UX Design Content Management System using Wordpress Platform Website Development using Wordpress Platform SSL Setup Domain Setup Web Hosting Configuration Wordfence Security Setup				
Domain subscription for one year				
Web hosting subscription for one year				
Wordfence premium security subscription for one year				
SSL Certificate for one year				
<ul style="list-style-type: none"> • Domain subscription, Web hosting subscription, Wordfence premium security, and SSL Certificate will be paid after one year from website turnover. • Delivery, assembly, and installation of the items is required within thirty (30) calendar days from the acceptance of the Notice of Award and Notice to Proceed. 				

* Please indicate "0" if item being offered is for free.

TERMS OF PAYMENT

The first lease payment shall be made after submission of the required supporting documents, i.e, order slips and/or itemized billing statements, by the supplier, provided that these documents are submitted within three (3) business days from acceptance of the Notice of Award and Notice to Proceed. **All checks shall be made payable to**

(please provide the name of company or individual). For payment by **electronic remittance, please provide all necessary bank information. Remittance fees and charges shall be borne by the bidder.**

Name of company or individual or bank account holder	
Address of company or individual or bank account holder	
Complete name of Bank	
SWIFT and/or IBAN Codes	
Branch or Bank Address	
Account type (Savings)	

FINANCIAL OFFER

Please quote your best offer for the item below. Please do not leave any blank items.

HIRING OF A WEB DESIGNER AND DEVELOPER TO CREATE A NEW OFFICIAL WEBSITE OF THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS IN NEW YORK, LOCATED AT 556 FIFTH AVENUE, 10036, NEW YORK, NEW YORK USA	
Approved Budget for the Contract	Total Offer (Please indicate amount in words and figures)
US DOLLARS: FOUR THOUSAND TWO HUNDRED FORTY (US\$4,240.00)	

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in US Dollars, shall not include all taxes, duties and/or levies payable. The procuring entity, the Permanent Mission of the Philippines to the United Nations in New York, is a tax-exempt entity.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation that is most advantageous to the procuring entity and which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. Delivery, assembly, and installation of the items in the attached Terms of Reference is required within fifteen (15) business days from the Issuance of the Notice to Proceed.
10. NYPM-BAC and Mission's Public Diplomacy Officer, Ms. Diane Shayne D. Lipana, and Property Officer Mr. Ronald C. Maniago, shall have the right to inspect and/or to test the goods to confirm their conformity with the technical specifications.
11. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, NYPM-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
12. A 50% down payment shall be made after submission of the required supporting documents, i.e, order slips and/or itemized billing statements, by the supplier, provided that these documents are submitted within three (3) business days from acceptance of the Notice of Award and Notice to Proceed. The remaining balance shall be paid upon completion of the project.

13. Prior to contract signing, the winning bidder shall be subject to a post-qualification procedure.

For bidders from the Philippines, the following submissions will be required for post-qualification:

- a. Company profile
- b. Registration certificate from the Securities and Exchange Commission (SEC), or Department of Trade and Industry (DTI) for sole proprietorship
- c. Current business permit
- d. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission
- e. References (similar projects within the last 3 years)

14. The Terms of Conditions signed by the winning bidder shall form part of the contract governing this transaction.

I hereby understand and agree to the Terms and Conditions set forth in this Request for Quotation.

Name and Signature: _____

Position/Designation: _____

Mobile Number: _____

Email address: _____