



**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: TEN THOUSAND (US\$10,000.00), part of the Approved Budget for the Contract (ABC), for the eligible payments under the contract for the PRINTING, INSTALLATION AND DISMANTLING OF EXHIBIT MATERIALS ON THE INTERNATIONAL LAW COMMISSION'S DRAFT ARTICLES ON THE PROTECTION OF PERSONS IN THE EVENT OF DISASTERS (PPED). 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	THE PRINTING, INSTALLATION AND DISMANTLING OF EXHIBIT MATERIALS ON THE INTERNATIONAL LAW COMMISSION'S DRAFT ARTICLES ON THE PROTECTION OF PERSONS IN THE EVENT OF DISASTERS (PPED)	US DOLLARS: TEN THOUSAND (US\$10,000.00)

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:

Procurement Activity	Date
Pre-Submission Conference	Due to health restrictions, none. All queries will have to be submitted by email to the Administrative Officer of the Mission (rozelin.sol@dfa.gov.ph), as indicated in the Request for Quotation.
<b>Deadline of Submission of Bids</b>	<b>3:00pm, 13 June 2024 (Friday)</b>
Opening and Evaluation of Bids	3:00pm, 14 June 2024 (Monday)

Delivery, assembly, and installation of the items in the attached Terms of Reference shall be in accordance with the agreed schedule. 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. Rozelin Rochette D.J. Sol (Administrative Officer and Attaché)  
rozelin.sol@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: PRINTING, INSTALLATION AND DISMANTLING OF EXHIBIT MATERIALS ON THE INTERNATIONAL LAW COMMISSION'S DRAFT ARTICLES ON THE PROTECTION OF PERSONS IN THE EVENT OF DISASTERS (PPED)

Contract Price: US DOLLARS: TEN THOUSAND (US\$10,000.00).

SCOPE OF WORK

Delivery Address: 556 Fifth Avenue, New York, NY 10036

Scope:

The provider is required to print, install and dismantle the exhibit materials on the International Law Commission's Draft Articles on the Protection of Persons in the Event of Disasters (PPED).

The provider shall be responsible to print the exhibit panels, provide the frames and poles, as well as install the exhibit at the designated venue at the United Nations Headquarters in New York, dismantle the exhibit and deliver all exhibit materials to the Permanent Mission of the Philippines to the United Nations in New York at 556 Fifth Avenue, New York, NY 10036, as well as furnish all labor, materials, tools, equipment, quality assurance and complete performance of all work necessary, at no added cost to the Permanent Mission.

Specifications:

Scope of work:

1. Print exhibit panels
2. Provide easels, frames, or poles
3. Install the exhibit at the designated venue at the United Nations Headquarters in New York
4. Dismantle the exhibit and deliver exhibit materials to the Permanent Mission of the Philippines to the United Nations at Office Address 556 Fifth Avenue, New York NY 10036

**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 PRINTING, INSTALLATION AND DISMANTLING OF EXHIBIT MATERIALS ON THE INTERNATIONAL LAW COMMISSION'S DRAFT ARTICLES ON THE PROTECTION OF PERSONS IN THE EVENT OF DISASTERS (PPED).

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, 13 June 2024 (Friday)** by email to:

Ms. Rozelin Rochette D.J. Sol  
Administrative Officer and Attaché  
rozelin.sol@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. Sol 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*
to install the chandelier, furnish all labor, materials, tools, equipment, quality assurance and complete performance of all work necessary, at no added cost to the Permanent Mission.				
Scope of work: <ul style="list-style-type: none"> <li>● Print exhibit panels</li> <li>● Provide easels, frames, or poles</li> <li>● Install the exhibit at the designated venue at the United Nations Headquarters in New York</li> <li>● Dismantle the exhibit and deliver exhibit materials to the Permanent Mission of the Philippines to the United Nations at Office Address 556 Fifth Avenue, New York NY 10036</li> </ul>				
Printing, installation and delivery of the exhibit materials in the attached Terms of Reference is required as agreed in the Terms of Reference.				

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

### TERMS OF PAYMENT

The provider shall be paid fifty percent (50%) downpayment within three days upon signing of the contract and the fully payment shall be made upon the dismantling and delivery of exhibit materials to the Permanent Mission of the Philippines in New York at 556 Fifth Avenue, New York NY 10036, and including the submission of 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):**

Write name of company or individual:

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### FINANCIAL OFFER

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

PRINTING, INSTALLATION AND DISMANTLING OF EXHIBIT MATERIALS ON THE INTERNATIONAL LAW COMMISSION'S DRAFT ARTICLES ON THE PROTECTION OF PERSONS IN THE EVENT OF DISASTERS (PPED).	
Approved Budget for the Contract	Total Offer (Please indicate amount in words and figures)
US DOLLARS: TEN THOUSAND DOLLARS (US\$10,000.00).	

## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. 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.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. Printing, installation, dismantling and delivery of the exhibit materials should be done in accordance with the Exhibit schedule, which will open on 8 July 2024 and end on 19 July 2024.
9. NYPM-BAC and Mission's 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.
10. 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.
11. The provider shall be paid fifty percent (50%) downpayment within three days upon signing of the contract and the fully payment shall be made upon the dismantling and delivery of exhibit materials to the Permanent Mission of the Philippines in New York at 556 Fifth Avenue, New York NY 10036, and including the submission of 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.
12. 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: \_\_\_\_\_