

**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: FORTY SEVEN THOUSAND FIVE HUNDRED (US$47,500.00) equivalent to PHILIPPINE PESOS: TWO MILLION SIX HUNDRED FIFTY EIGHT THOUSAND AND ONE HUNDRED (PHP2,658,100), the Approved Budget for the Contract (ABC), for the eligible payments under the contract **FOR THE COMPLETION OF THE UNFINISHED RENOVATION AND URGENT REPAIR OF THE OFFICIAL RESIDENCE FOR THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS LOCATED AT 15 E 66TH STREET, NEW YORK, NEW YORK 10065 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 | **COMPLETION OF THE UNFINISHED RENOVATION AND URGENT REPAIR OF THE OFFICIAL RESIDENCE LOCATED AT 15 E 66TH STREET, NEW YORK, NEW YORK 10065 USA.** | US DOLLARS:  FORTY-SEVEN THOUSAND FIVE HUNDRED (US$47,500.00) |

NYPM-BAC has opted to proceed with online meetings and conferences to efficiently facilitate the procurement process. Following is the schedule of 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. |
| **Deadline of Submission of Bids** | **3:00pm, 4 December 2023 (Monday)** |
| Opening and Evaluation of Bids | 3:00pm, 5 December 2023 (Tuesday) |

Delivery, assembly, and installation of the items in the attached Terms of Reference is required within 7 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. 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.



**PERMANENT MISSION OF THE REPUBLIC OF THE PHILIPPINES TO THE**

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**TERMS OF REFERENCE**

Project Title: The Completion of the unfinished renovation and urgent repair of the Official Residence for the Permanent Mission of the Philippines to the United Nations

Contract Price: US DOLLARS: FORTY-SEVEN THOUSAND FIVE HUNDRED (US$47,500.00).

SCOPE OF WORK

Delivery Address: Official Residence of the Permanent Representative of the Philippines to the United Nations, 15 E 66th Street, New York, NY 10065 USA

Scope:

The Contractor is required to complete the unfinished renovation and urgent repair of the Official Residence for the Permanent Mission of the Philippines.

The Contractor shall be responsible for the following urgent repairs and renovation:

a) Repair of the Atrium at the 2nd Floor, which was damaged due to a leak from the icemaker at the 4th floor (Official Residence of the Consul General);

b) Finishing the unfinished renovation of the granite tiles of the first floor which remains cracked and unpolished;

c) Construction of the shower cover/doors (in the basement, 2nd and 3rd floors) as the bathrooms have no shower doors and poses a risk to the Permanent Representative and his family due to possible slips and falls from water spillage;

d) Repair and repainting of the 1st floor salon/receiving room which was damaged due to a leak from the heating, ventilation and air condition (HVAC).

The Contractor, shall 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. Set up scaffolding
2. Installation of the customized cornice and replace damaged moldings of the Atrium
3. Repainting of Atrium
4. Repair the cracked granite tiles and grind all the granite tiles at the first floor
5. Installation of six (6) sliding shower doors with tempered glass and chrome frame of the bathrooms
6. Repair and repaint the whole receiving room/salon at the first floor
7. Total/complete cleaning and garbage removal

**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 FOR THE COMPLETION OF THE UNFINISHED RENOVATION AND URGENT REPAIR OF THE OFFICIAL RESIDENCE FOR THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS LOCATED AT 15 E 66TH STREET, NEW YORK, NEW YORK 10065 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, 04 December 2023 (Monday)** 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\*** |
| --- | --- | --- | --- | --- |
| Completion of the unfinished renovation and urgent repair of the Official Residence for the Permanent Mission of the Philippines to the United Nations Located At 15 E 66th Street, New York, New York 10065 Usa. |  |  |  |  |
| Scope of work:   1. Repair of the Atrium at the 2nd Floor, which was damaged due to a leak from the icemaker at the 4th floor (Official Residence of the Consul General); 2. Finishing the unfinished renovation of the granite tiles of the first floor which remains cracked and unpolished; 3. Construction of the shower cover/doors (in the basement, 2nd and 3rd floors) as the bathrooms have no shower doors and poses a risk to the Permanent Representative and his family due to possible slips and falls from water spillage; 4. Repair and repainting of the 1st floor salon/receiving room which was damaged due to a leak from the heating, ventilation and air condition (HVAC). |  |  |  |  |
| Delivery, assembly, and installation of the items in the attached Terms of Reference is required within 7 calendar days from the Issuance of the Notice to Proceed. | | | | |

\* Please indicate “0” if the item being offered is for free.

**TERMS OF PAYMENT**

The provider shall be paid in full upon successful completion of the unfinished renovation and urgent repair of the Official Residence for the Permanent Mission of the Philippines to the United Nations located at 15 E 66th Street, New York, New York 10065 USA and 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL OFFER**

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

|  |  |
| --- | --- |
| THE COMPLETION OF THE UNFINISHED RENOVATION AND URGENT REPAIR OF THE OFFICIAL RESIDENCE FOR THE PERMANENT MISSION OF THE PHILIPPINES TO THE UNITED NATIONS LOCATED AT 15 E 66TH STREET, NEW YORK, NEW YORK 10065 USA. | |
| Approved Budget for the Contract | Total Offer  (Please indicate amount  in words and figures) |
| US DOLLARS: FORTY-SEVEN THOUSAND FIVE HUNDRED (US$47,500.00). |  |

**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. Delivery, assembly, and installation of the items in the attached Terms of Reference is required within 7 calendar days from the Issuance of the Notice to Proceed.
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 in full upon successful installation of the office IT Network System (Server) and 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_