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**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 FIVE MILLION FIVE HUNDRED TWENTY THOUSAND PESOS (Php5,520,000.00) or NINETY-EIGHT THOUSAND SIX HUNDRED AND FORTY-TWO US DOLLARS (US$98,642.00), the Approved Budget for the Contract (ABC), for the eligible payments under the contract for the PURCHASE OF A SERVICE VEHICLE (PASSENGER VAN) FOR 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 (PHP) |
| 1 | PURCHASE OF A SERVICE VEHICLE (PASSENGER VAN) FOR 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: NINETY-EIGHT THOUSAND SIX HUNDRED AND FORTY-TWO (US$98,642.00) |

NYPM-BAC has opted to proceed with online meetings and conferences. Following is the schedule of activities for the said Project:

|  |  |
| --- | --- |
| Procurement Activity | Date |
| Pre-Submission Conference | 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 for Submission of Bids** | **3:00 pm, 16 November 2023 (Thursday)** |
| Opening and Evaluation of Bids | 3:00 pm, 17 November 2023 (Friday) |

Delivery of the unit described in the attached Terms of Reference is required within fifteen (15) business 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.

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

**UNITED NATIONS**

**Bids and Awards Committee**

**TERMS OF REFERENCE**

Project Title: PURCHASE OF A SERVICE VEHICLE (PASSENGER VAN) FOR 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: FIVE MILLION FIVE HUNDRED TWENTY THOUSAND PESOS (PHP5,520,000.00) or NINETY-EIGHT THOUSAND SIX HUNDRED AND FORTY-TWO US DOLLARS (US$98,642.00)

SCOPE OF WORK

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

Scope:

To provide one (1) unit brand new 2024 model passenger van under the following terms:

1. Color: Black
2. Purchase Price: $98,642.00
3. Credit for Mission pre-approved
4. New car manufacturer’s warranty for 36 months
5. Assist in the registration of the vehicle with the US State Department (OFM)

**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 PURCHASE A SERVICE VEHICLE (PASSENGER VAN) FOR 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 3:00 pm, 16 November 2023 (Thursday)** 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 provide one (1) unit brand new 2024 model passenger van under the following terms:   1. Color: Black 2. Purchase Price: $98,642.00 3. Credit for Mission pre-approved 4. New car manufacturer’s warranty for 36 months 5. Assist in the registration of the vehicle with the US State Department (OFM) |  |  |  |  |
| 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. | | | | |

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

**TERMS OF PAYMENT**

1. The provider shall be paid in full upon delivery of the purchase service vehicle (Passenger Van) 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 the company or individual)**:

Write the name of the company or individual:

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

**FINANCIAL OFFER**

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

|  |  |
| --- | --- |
| PURCHASE OF A SERVICE VEHICLE (PASSENGER VAN) FOR 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 the amount  in words and figures) |
| US DOLLARS: NINETY-EIGHT THOUSAND SIX HUNDRED AND FORTY-TWO (US$98,642.00) |  |

**TERMS AND CONDITIONS**

1. Bidders shall provide the 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 a 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 4 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 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 delivery of the purchase service vehicle (Passenger Van) 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_