



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
WASHINGTON, D.C.



RFQ- 2024- 025

REQUEST FOR QUOTATION

Project : **Procurement and Installation of Smart (motorized) Shades/Blinds for the Chancery and Chancery Annex**


Location : 1600 and 1617 Massachusetts Avenue, NW Washington DC

Date : 30 October 2024

The Embassy of the Philippines in Washington DC, through its Bids and Awards Committee (BAC), intends to procure and install smart (motorized) shades/ blinds for the Chancery and Chancery Annex. This procurement activity is in accordance with GPPB Resolution No. 28-17 dated 31 July 2017.

Interested suppliers are requested to submit their lowest price quotation for the following items described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase Order.
2. The Philippine Embassy hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied shall be subject to the usual inspection by the duly authorized representative of the Embassy.
4. Payment shall be in US Dollar paid directly to the account of the winning supplier.
5. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
6. The validity period of the price quoted must appear in the quotation.
7. The deadline for submission of the quotation is not later than **07 November 2024**.
8. Interested suppliers may submit their quotations to property@phembassy-us.org or admin@phembassy-us.org


JAIME RAMON T. ASCALON, Jr.
BAC Chairman

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Item Number	Description	Project Location
1	Smart (motorized) window shades / blinds	2/F Annex Building – Quezon Hall
2		G/F Annex Building – Processing Area
3		G/F Annex Building – Encoding Area 2 / Lactation Room
4		G/F Main Chancery – Romulo Hall
5		2F and 3F Main Chancery - Office Spaces

Requests for project site visits for the actual number and measurements of the windows/ counter may be sent to admin@phembassy-us.org or property@phembassy-us.org.

NOTE:

Please specify the following:

1. TERMS OF PAYMENT and DELIVERY DATE
2. COMPANY NAME / SUPPLIER
3. CONTACT PERSON
4. ADDRESS AND TELEPHONE NO