



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

REQUEST FOR QUOTATION

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of contract for supply, delivery and installation of roll-down window blinds in the consular section, in accordance with the “Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas” as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed on **Annex A**.

The last day for submission of quotations is on Wednesday, 05 July 2023 at 5:00 p.m. Interested suppliers may send their duly signed quotation at email address: **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

Should there be further inquiries, you may contact the Philippine Embassy at telephone number (02) 788-2100/2101 ext. 142.

The Embassy of the Philippines
Seoul, Republic of Korea
29 June 2023

SUPPLY, DELIVERY AND INSTALATION OF ROLL-DOWN WINDOW BLINDS IN THE CONSULAR SECTION

Terms of Reference

The Embassy of the Philippines (“Embassy”) intends to engage the services of a company specializing in supplying and installing roll-down window blinds for the Consular Section of the Chancery.

I. Scope of Works

The Company shall supply, deliver and install roll-down window blinds for Consular Section at the Chancery.

II. Technical Specifications

Room	Location	Dimension (in centimeters), +/- 3cm	Quantity	Material and Color
Room 101	Window	72 x 110	1	Flame Retardant Crystal Blackout Roll Screen, Gray color
		135 x 150	1	
		98 x 250	1	
		116 x 150	1	
		92 x 250	2	
		192 x 110	2	
	Counter Window	89 x 250	2	Double-sided Blackout Roll Screen, Gray color
Room 102	Window	97 x 250	1	Flame Retardant Crystal Blackout Roll Screen, Gray color
		80 x 110	1	
		97 x 120	2	
		99 x 250	4	
		97 x 250	2	
		96 x 250	1	
		99.5 x 250	1	
		98 x 250	1	
		96 x 250	1	
		Counter Window	170 x 85	
	125 x 85		1	
	145 x 85		1	

A. Actual Fabric Material and Color: Provide swatch or sample for approval

B. Features:

1. Soil and dust resistant
2. Offers security and privacy
3. Energy efficient
4. Protects against unwanted sun glare
5. Light filtering to blackout materials

C. Warranty Period: At least one (1) year from date of completion of installation

III. Duration of Contract

The Company shall complete the delivery and installation of work within 60 calendar days from the date of receipt of Notice to Proceed.

IV. Warranty Coverage

- a. Replacement of defective roll-down window blinds and accessories including installation within the duration of the warranty.
- b. The Company further warrants that all blinds that will be supplied under this contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Company that may develop under normal use of the supplied/installed items
- c. The Company shall be responsible for all the cost related to the warranty period
- d. The Company should provide spare parts as needed within the warranty period

V. Terms of Payment

Payment shall be made within seven (7) days after fulfillment of the contract and receipt of invoice via bank deposit.