



REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)** invites all interested registered suppliers to submit quotations for:

DESCRIPTION	Quantity	Unit
REPLACEMENT AND INSTALLATION OF WINDOW BLINDS AT THE MULTI-PURPOSE HALL AND FUNCTION ROOM	1	lot
<i>Please see attached Terms of Reference (TOR)</i>		

Forms may be secured from the Office of the Branch Manager, GSIS Cagayan de Oro Branch Office, Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City starting 11 April 2017. The last day of submission of quotation shall be on 19 April 2017, not later than 3:00 PM.

Contact Person/s : Roberto R. Jucoy / Jonalyn C. Clitar
Tel. No. : (088) 858-5818
Mobile No. : 09173250573 / 09173021924
Place of Submission of Quotation : Office of the Branch Manager
GSIS Cagayan de Oro Branch Office
Mayor P.N. Roa St., Brgy. Carmen
Cagayan de Oro City



**TERMS OF REFERENCE
REPLACEMENT AND INSTALLATION OF WINDOW BLINDS
AT THE MULTI-PURPOSE HALL AND FUNCTION ROOM**

1. PROJECT / ACTIVITY

Removal of existing old / dilapidated window blinds and replacement of modern / new window blinds.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The GSIS CDO has allocated a budget of Two Hundred Thousand Pesos and 0/100 (Php200, 000.00) inclusive of all applicable taxes.

3. SCOPE OF WORK

3.1 Dismantling

- a. Dismantling of existing old window blinds shall be done with utmost care;
- b. All demolished materials shall be cleared and transferred to the designated area before the start of the installation of new window blinds;
- c. Service provider is responsible in disposal of the demolished materials

3.2 Replacement of existing window blinds

- a. Moderner Somen window blinds
- b. Color: #110 Taupe
- c. Submit window blinds swatches subject for approval by the Branch Manager

4. COVERED

- 3rd floor Multi-Purpose Hall
- 1st floor Function Room

The vendor / service provider shall be responsible for providing supplies, materials, and labor, be sure to inspect all areas before and after the installation of new window blinds, handled by trained professionals. Once an agreement is made and notice to proceed is issued, the vendor / service provider shall proceed with the project/activity.



5. TERMS AND CONDITIONS

A. Timetable

The activity shall be undertaken by the vendor / service provider at the GSIS Cagayan de Oro Branch Office immediately upon or one (1) working day after receipt of the Purchase Order. It shall be completed within the day up to 31 May 2017.

B. Duration

Notwithstanding any provisions to the contrary, the GSIS shall have the right, power and privilege to extend or terminate the services of the vendor / service provider for valid cause, e.g. unsatisfactory performance

C. Payment

The above-mentioned works shall be paid within ten (10) to fifteen (15) working days after the activity has been fully completed, and duly found to be in accordance with the scope of work, as indicated in the Certification and Acceptance Report. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS

Engr. ROSALINDA G. MENDOZA
Branch Manager

Conforme:

Vendor / Service Provider

Date