



06 December 2024

**REQUEST FOR QUOTATION
(INSTALLATION OF DOOR AND WINDOW BLINDS)**

Sir/Madam,

We would like to request for your lowest price quotation for the item described below, subject to the following:

1. Quotations submitted to this Office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved Purchase/Job Order will be served to the supplier/contractor;
2. The Philippine Consulate General reserves the right to reject, or to accept any offer it may deem most advantageous to the Government;
3. Goods/Services supplied or delivered shall be subject to the usual inspection by the Philippine Consulate General's duly authorized representative;
4. Payment will be effected in compliance with the Philippine Government's prescribed accounting and auditing requirements; and
5. The supplier/contractor must be able to provide and/or perform the following at the official residence located at 945 Timber Hill Road Highland Park, Illinois 60035:
 - Installation of blinds for the sliding doors:
 - 1 door consisting of 3 panels in the living area by the fireplace leading to a patio
 - 1 door consisting of 2 panels in the small dining room leading to a patio
 - Installation of blinds for windows:
 - One (1) picture window with two (2) side windows in the dining room area
 - The supplier must use translucent blinds for privacy
 - The window blinds must likewise be moisture-resistant and requires easy maintenance
 - Others
 - The supplier must be able to accept checks as a mode of payment
 - The supplier must agree to a schedule payment terms

6. Quotations must be submitted to the Philippine Consulate General in Chicago Bids and Awards Secretariat on or before 1700H (5pm) of 13 December 2024. Quotations received after the deadline will not be accepted.
7. The Philippine Consulate General in Chicago reserves the right to reject, or to accept any offer it may deem most advantageous to the Government.

Prepared by:


JANICE KATHLENE E. LOBIEN
Acting Property Officer and
Bids Awards Committee Secretariat


RICHARD P. OSEA
Bids and Awards Committee Secretariat

Noted by:


RYAN FRANCIS D. GENER
Bids and Awards Committee Chairperson



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CHICAGO**



TERMS OF REFERENCE

OFFICE : Philippine Consulate General in Chicago

**PROJECT : INSTALLATION OF DOOR AND WINDOW BLINDS AT THE
OFFICIAL RESIDENCE OF THE PHILIPPINE CONSUL
GENERAL**

The Philippine Consulate General in Chicago (Chicago PCG), intends to install window blinds at the Official Residence of the Philippine Consulate General located at 945 Timberhill Road, Highland Park, Illinois, 60035.

Following are the terms of reference for this project:

- Installation of blinds for the sliding doors:
 - 1 door consisting of 3 panels in the living area by the fireplace leading to a patio
 - 1 door consisting of 2 panels in the dining room leading to a patio
- Installation of blinds for windows:
 - One (1) picture window with two (2) side windows in the dining room area
- The supplier must use translucent blinds for privacy
- The window blinds must likewise be moisture-resistant and requires easy maintenance
- Others
 - The supplier must be able to accept checks as a mode of payment
 - The supplier must agree to a schedule payment terms

J. SUSANA V. PAEZ
Consul General and
Head of Procuring Entity

Chicago, 06 December 2024