



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



06 December 2024

**REQUEST FOR QUOTATION
(REPLACEMENT OF SLIDING DOORS AND WINDOWS)**

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:
 - 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
 - Windows:
 - 1 picture window with 2 side windows in the dining room area
 - Removal of existing doors and windows
 - Disposal of old windows, and or doors and debris
 - Wood rot removal
 - Aluminum sill material
 - Ice and water shield underlayment
 - Complete exterior water management
 - Exterior drip cap installation
 - Long term warranty

- Others
 - Processing of permits, if needed
 - Flexible working hours from 9:00 am to 5:00 pm, Monday-Friday, provided work is completed in substantial compliance with the contract, by 31 December 2024
 - Acceptance of check as a mode of payment
 - 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



TERMS OF REFERENCE

OFFICE : Philippine Consulate General in Chicago

PROJECT : REPLACEMENT OF SLIDING DOORS AND WINDOWS AT THE OFFICIAL RESIDENCE OF THE PHILIPPINE CONSUL GENERAL

The Philippine Consulate General in Chicago (Chicago PCG), intends to replace the sliding doors and windows 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 procurement:

The supplier/contractor must be able to provide and/or perform the following at the official residence:

- 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
- Windows:
 - 1 picture window with 2 side windows in the dining room area
- Removal of existing doors and windows
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- Wood rot removal
- Aluminum sill material
- Ice and water shield underlayment
- Complete exterior water management
- Exterior drip cap installation
- Long term warranty
- Others
 - Processing of permits, if needed
 - Flexible working hours from 9:00 am to 5:00 pm, Monday-Friday, provided work is completed in substantial compliance with the contract, by 31 December 2024
 - Acceptance of check as a mode of payment
 - Schedule payment terms

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

Chicago, 06 December 2024