



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
菲律宾共和国驻厦门总领事馆  
XIAMEN



RFQ-XN-2026-02-0012

**REQUEST FOR QUOTATION**

Dear Sir/Madam,

The Philippine Consulate General in Xiamen, PROC invites reputable companies to provide quotations for the procurement of window blinds for the Multipurpose Hall of the Consulate. The request for quotation is being issued in accordance with GPPB Resolution no. 28-2017 dated 31 July 2017. The details of the requested procurement are as follows:

Name of Project : Procurement of Window Blinds for the Multipurpose Hall of the Consulate

Location : Philippine Consulate General Grounds, No. 4 Consulate Road, Siming District, Xiamen City, PROC

Technical Specification: Please see attached Annex A

Approved Budget : Not to exceed RMB 2,500.00

Deadline for Submission of Quotation : 5:00 p.m., 02 March 2026

Quotations must be delivered to the address mentioned above or e-mailed to [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@dfa.gov.ph) or [xiamenpcg.procurement@yahoo.com](mailto:xiamenpcg.procurement@yahoo.com) on or before the deadline of submission of quotations.

The Consulate General of the Philippines reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected suppliers.

For further information, please contact:

**BIDS AND AWARDS COMMITTEE SECRETARIAT**

Philippine Consulate General, Xiamen  
No. 4 Consulate Road, Siming District  
Xiamen City, 361009  
Fujian Province, PROC  
Tel Nos.: (+86-592) 5130355 / 5130366  
Fax No.: (0086) 592-5530803

Very truly yours,

**CHARLESON C. HERMOSURA**  
BAC Chairperson

25 February 2026

No. 4 Consulate Road, Siming District, Xiamen City, P.R.C. 361008  
Tel Nos.: +86 (592)-513-0355, 513-0366 Fax No: + 86 (592)-513-0803  
Email: [xiamen.pcg@dfa.gov.ph](mailto:xiamen.pcg@dfa.gov.ph) Website: [xiamenpcg.dfa.gov.ph](http://xiamenpcg.dfa.gov.ph)



**TECHNICAL SPECIFICATIONS & TERMS OF REFERENCE**

**PROCUREMENT OF WINDOW BLINDS FOR THE MULTIPURPOSE HALL  
 OF THE PHILIPPINE CONSULATE GENERAL**

I.	<p><b>Background:</b></p> <p>The Philippine Consulate General in Xiamen, China is inviting interested parties to submit a quotation for the procurement project: "Procurement of Window Blinds for the Multipurpose Hall of the Consulate", to enhance the functionality, privacy, and overall suitability of the Multipurpose Hall.</p>													
II.	<p><b>Scope of Work:</b></p> <p>The Supplier shall provide all labor, materials, tools, equipment, supervision, and technical expertise necessary for the supply, delivery, fabrication , and installation of vertical window blinds at the Multipurpose Hall of the Consulate.</p> <p><b>Work includes:</b></p> <ul style="list-style-type: none"> <li>● Conduct site inspection and actual measurement prior to fabrication.</li> <li>● Submit fabric samples and color swatches for approval before production.</li> <li>● Supply brand new, high-quality vertical blinds in accordance with the approved specifications.</li> <li>● Deliver materials to the project site.</li> <li>● Install the vertical blinds securely and properly aligned.</li> <li>● Ensure smooth operation of sliding and tilt mechanisms.</li> <li>● Clean the work area after installation.</li> <li>● Rectify any defects found within the warranty period.</li> </ul>													
III.	<p><b>Technical Specifications</b></p>	<p><b>Statement of Compliance.</b>          (State "Comply" or "Not Comply")</p>												
1.	<p><b>Type and Configuration</b></p> <table border="1" data-bbox="236 1487 1246 1733"> <thead> <tr> <th>Item</th> <th>Specification</th> </tr> </thead> <tbody> <tr> <td>Type</td> <td>Vertical window blinds</td> </tr> <tr> <td>Application</td> <td>Full-height glass window / sliding door</td> </tr> <tr> <td>Mounting</td> <td>Ceiling-mounted</td> </tr> <tr> <td>Operation</td> <td>Manual draw with chain tilt control</td> </tr> <tr> <td>Opening</td> <td>Side stacking (left or right as confirmed on site)</td> </tr> </tbody> </table>	Item	Specification	Type	Vertical window blinds	Application	Full-height glass window / sliding door	Mounting	Ceiling-mounted	Operation	Manual draw with chain tilt control	Opening	Side stacking (left or right as confirmed on site)	
Item	Specification													
Type	Vertical window blinds													
Application	Full-height glass window / sliding door													
Mounting	Ceiling-mounted													
Operation	Manual draw with chain tilt control													
Opening	Side stacking (left or right as confirmed on site)													

2.	<p><b>Dimensions</b></p> <p><b>Description   Requirement</b></p> <p>Height   Floor-to-ceiling (exact measurement to be verified on site)  Width   Full window width (to be verified on site)  Slat Width   89 mm (3.5 inches) standard vertical vane</p> <p><b>Note:</b> Final dimensions shall be based on actual site measurement by the Supplier.</p>	
3.	<p><b>Materials</b></p> <p><b>Component   Minimum Requirement</b></p> <p>Slats (Vaness)   High-quality polyester fabric, light-filtering  Color   Off-white / Light Beige (subject to approval)  Fabric Property   UV-resistant, anti-static, dust-resistant  Headrail   Heavy-duty aluminum track with powder-coated finish  Carrier System   Self-aligning wheeled carriers  Bottom Weights   Plastic-encased bottom weights with connecting chain  Control Mechanism   Durable plastic or metal chain system</p>	
4.	<p><b>Performance Requirements</b></p> <ul style="list-style-type: none"> <li>● Smooth sliding operation along the track</li> <li>● 180-degree tilt capability</li> <li>● Uniform alignment of slats when closed</li> <li>● Minimal light gaps</li> <li>● No sagging, bending, or warping</li> <li>● Resistant to fading and discoloration</li> <li>● Easy to clean and maintain</li> </ul>	
5.	<p><b>Installation Requirements</b></p> <ul style="list-style-type: none"> <li>● Secure ceiling mounting using appropriate anchors and fasteners</li> <li>● Proper alignment and leveling</li> <li>● No damage to existing ceiling, walls, flooring, or window frames</li> <li>● All necessary accessories and mounting hardware included</li> <li>● Final inspection and testing after installation</li> </ul>	
IV.	<p><b>Warranty</b></p> <p>Minimum one (1) year warranty covering:</p> <ul style="list-style-type: none"> <li>● Fabric defects</li> <li>● Track and carrier malfunction</li> <li>● Installation defects</li> </ul>	
V.	<p><b>Delivery Period</b></p> <p>Completion of installation within fifteen (15) calendar days from receipt of Notice to Proceed.</p>	

<b>VI.</b>	<b>Confidentiality Clause</b>	
<b>VII.</b>	<b>Terms of Payment</b>  1. The invoice shall be addressed to the Philippine Consulate General in Xiamen. 2. Payments shall be made within thirty (30) working days upon receipt of required documents. 3. Payments shall be made bank transfer. 4. All payments shall be inclusive of all applicable taxes and other lawful charges.	

NOTE:

Bidder must state compliance to each of the provision in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is joint venture, the representative must have authority to sign for and in behalf of the partners to joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]



ANNEX B

**PRICE QUOTATION FORM**

25 February 2026

Philippine Consulate General, Xiamen  
 No. 4 Consulate Road, Siming District  
 Xiamen City, 361009  
 Fujian Province, PROC

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item Description	Quantity	Contact Price
<p>Supply, fabrication, delivery, and installation of two (2) window blinds for the Multipurpose Hall of the Consulate</p> <p><b>Work includes:</b></p> <ul style="list-style-type: none"> <li>• Conduct site inspection and actual measurement prior to fabrication.</li> <li>• Submit fabric samples and color swatches for approval before production.</li> <li>• Supply brand new, high-quality vertical blinds in accordance with the approved specifications.</li> <li>• Deliver materials to the project site.</li> <li>• Install the vertical blinds securely and properly aligned.</li> <li>• Ensure smooth operation of sliding and tilt mechanisms.</li> <li>• Clean the work area after installation.</li> <li>• Rectify any defects found within the warranty period.</li> </ul>	2	

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name of Company: \_\_\_\_\_

Name/Signature of Representative: \_\_\_\_\_

Contact No.: \_\_\_\_\_