

**Taipei Economic and Cultural Office in the
Philippines**
駐菲律賓臺北經濟文化辦事處

Instructions to Tenders

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1 INSTRUCTION TO TENDERERS

1.1 Project Brief

The property is located at 20th Floor, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Metro Manila, Philippines, which offers a total of 953.35 sqm of rentable office space with a net area of 782.21 sqm.

The Taipei Economic and Cultural Office in the Philippines (TECO) is seeking to have furniture dealers to manage the procurement and installation of Furniture, Fixtures, and Equipment (FF&E) of the aforementioned property based on the following initial requirement and the finalized office layout.

Room	Unit	Area
Consular Affairs Hall	1	Over 120 sqm
Open Working Area (with 10 consular counters)	1	Over 60 sqm
Director Office	1	35 sqm (including 10 sqm storage space)
Senior Staff Office	2	20-25 sqm (per room)
Staff Office	5	15-20 sqm (per room)
Interview Room	4	5 sqm (per room) [soundproof]
Function Room	1	30 sqm
Server Room	1	5 sqm
Guard Post	1	5 sqm
Application Document Storage Room	1	35 sqm
Sundry Storage Room	1	35 sqm
Pantry	2	20 sqm (per room)
Staff Toilet	2	On two sides of the office
Public Toilet	1	With PWD

TECO will seek to procure the works via open-tender, specifically in pursuit of obtaining the procurement and installation of office FF&E proposals.

1.1.1 Project Conditions

TECO will not accept a proposal from any firm or its subcontractor that has received capital or investment from citizen(s) or the government of the People's Republic of China (PRC). TECO will also reject a proposal from any company controlled by citizen(s) or the PRC government where that control—obtained through contract or operation of law—grants the power, directly or indirectly, to influence the election of the board of directors, management, or other controlling body.

This procurement may be awarded with reservation in the event that the budget of procurement has not been appropriated by a legislative body. The awarding of contract shall come into effect after the budget is appropriated.

1.1.2. Open Bid Day

- The tender opening will be held openly on November 3, 2025.
- The tender opening will be held openly at 41F, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Metro Manila, Philippines.
- Only 1 person of each tenderer can participate in tender opening.

1.2 Tender Proposal and Contractual Commitment

Tenderers should be compliant in all respects with the tender documentation. Tenderers are expected to:

- Provide a full and fixed detailed cost breakdown in an excel version.
- Please provide a list of items that is divided by price: one for items with unit price below PHP 20,000 (inclusive), and one for items with unit price above PHP 20,000.
- Provide any supplementary information in support of the project and presentation.

An electronic copy of the Tenderer's proposal can be submitted to TECO at phl@mofa.gov.tw and

cjhung01@mofa.gov.tw via email, but at least one paper-copy is required and must be sent to the below address:

Taipei Economic and Cultural Office in the Philippines
FAO: Ms. Donna Hung
41F, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati
City 1200, Metro Manila, Philippines

1.3 Schedule of Key Dates

Process	Description	Date
Tender	Tender Notice Date	October 17, 2025
	Issue of tender documents / design brief	October 20, 2025
	Tender Period	14 days
	Tender Return Date	October 31, 2025 (11:00)
	*Open Bid Date	November 3, 2025 (11:30)
	Tender Review Period	November 4-7, 2025
	Final Selection	W/commencing November 10, 2025(pending)
Construction	Delivery and Installation of FFE	W/commencing February 16, 2026(pending)
*Please see 1.1.2 "Open Bid Day"		

1.4 Project Budget & Award of the Contract

- **Budget amount of this procurement:** PHP 3,936,600
- **The estimated value of this procurement:** PHP 3,936,600
- **Contract value of this procurement:** PHP 3,936,600

Pursuant to Article 52 of the Government Procurement Act, this tender will be awarded to the lowest tender.

Government Procurement Act §52: The award of the contract conducted by an entity shall follow one of the following principles and the principle adopted shall be specified in the tender documentation:

1. Where a government estimate is set for the procurement, a tenderer whose tender meets the requirements set forth in the tender documentation and is the lowest tender within the government estimate shall be awarded
2. Where no government estimate is set for the procurement, a tenderer whose tender not only meets the requirements set forth in the tender documentation with a reasonable price, but also is the lowest tender within the budget amount shall be the winning tenderer
3. The tenderer whose tender meets the requirements set forth in the tender documentation and is the most advantageous one shall be the winning tenderer
4. To adopt multiple awards. An entity may prescribe in the tender documentation that contracts may be awarded to different tenderers by different items or different quantities, but the spirit of competition as to the lowest price or the most advantageous tender shall be respected

1.5 General Notes

- All quantities, rates and dimensions in this document and the contract drawings are given in metric values unless otherwise shown.
- All rates in this document must be expressed in Philippine Peso (PHP).
- Where and to the extent that quantities are included within the tender document, the quantities given are for the guidance of the Tenderer only and must not be relied on for accuracy or as complying with any method of measurement. It is the Tenderer's responsibility to make sure that they include for all work shown or described within the tender document as a whole or clearly apparent as being necessary for the complete and proper execution of the works.
- Where and to the extent that quantities are included in the documentation, it is the Tenderer's responsibility to make sure that they include for all work shown or described within the tender document as a whole or clearly apparent as being necessary for the complete and proper execution of the work.

2 ADDITIONAL REFERENCE INFORMATION

2.1 Floor Plan

2.2 RCBC Plaza House Rules and Regulations & Fit-Out Guide for Office