

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **SUPPLY AND DELIVERY OF OFFICE CHAIRS AND MOBILE PEDESTALS**

APPROVED BUDGET FOR THE CONTRACT: **Php 42,725.31**

General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
 - a. Valid & current Mayor's/Business permit for 2024;
 - b. Valid & current PhilGEPS Registration Certificate/Number;
 - c. Income Tax Return (for ABCs above P500K)
 - d. Omnibus Sworn Statement (for ABCs above P50K);
 - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD: **25-30 working days**
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Teddy Leinne E. Santos at Telephone Number 8920-43-38 and Mobile Number 0938-945-6834. The Quotation may be submitted through e-mail at teddy.santos@pia.gov.ph or delivered to the address below on or before 5:00 P.M. of 28 June 2024:

Philippine Information Agency
2nd Floor Procurement Section Office
PIA Bldg Visayas Ave Diliman Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO
BAC- CHAIRPERSON

ADMIN-T-001 rev0

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	SUPPLY AND DELIVERY OF OFFICE CHAIRS AND MOBILE PEDESTALS			
1	Office Chair: High back mesh, Fabric seatrest, w/ headrest, Black color, w/ wheels, Adjustable arm-rest	2 pcs.		
2	Mobile Pedestal: Three (3) drawers, w/ lock, white color W: 400mm (min) D: 550mm (min) H: 650mm (min) * Nothing follows *	5 pcs.		

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	SUPPLY AND DELIVERY OF OFFICE CHAIRS AND MOBILE PEDESTALS	
1	Office Chair: Two (2) pcs. High back mesh, Fabric seatrest, w/ headrest, Black color, w/ wheels, Adjustable arm-rest	
2	Mobile Pedestal: Five (5) pcs. Three (3) drawers, w/ lock, white color W:400mm (min) D:550mm (min) H:650mm (min) <i>* Nothing follows *</i>	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature Over Printed Name
Of Authorized Representative

Date



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10982940
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title SUPPLY AND DELIVERY OF OFFICE CHAIRS AND MOBILE PEDESTALS
Area of Delivery Metro Manila

Solicitation Number:	24-06-026	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Furniture		
Approved Budget for the Contract:	PHP 42,725.31	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	25/06/2024
Contact Person:	Teddy Leinne Escuaadro Santos Procurement Staff Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 teddy.santos@pia.gov.ph	Last Updated / Time	24/06/2024 17:25 PM
		Closing Date / Time	28/06/2024 17:00 PM

Description

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

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APPROVED BUDGET FOR THE CONTRACT: Php 42,725.31

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ATTY. ALLAN VINCENT B. LORENZO
BAC- CHAIRPERSON

ANNEX A
SUPPLIER'S QUOTATION

ITEM NO. DESCRIPTION QTY. UNIT COST
(Php) TOTAL COST
(Php)

SUPPLY AND DELIVERY OF OFFICE CHAIRS AND MOBILE PEDESTALS

1 Office Chair: 2 pcs.

High back mesh, Fabric seatrest, w/ headrest, Black color, w/ wheels, Adjustable arm-rest

2 Mobile Pedestal: 5 pcs.

Three (3) drawers, w/ lock, white color
W: 400mm (min)
D: 550mm (min)
H: 650mm (min)

* Nothing follows *

DELIVERY PERIOD: _____
PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification Statement of Compliance

SUPPLY AND DELIVERY OF OFFICE CHAIRS AND MOBILE PEDESTALS

1. Office Chair: Two (2) pcs.

High back mesh, Fabric seatrest, w/ headrest, Black color, w/ wheels, Adjustable arm-rest

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W:400mm (min)

D:550mm (min)

H:650mm (min)

* Nothing follows *

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representative

Created by Ronelio N Hernandez

Date Created 24/06/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.