

**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 CUSTOMIZED HEAVY-DUTY FILE FOLDERS**

APPROVED BUDGET FOR THE CONTRACT: **Php 120,000.00**

**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: **Within 30 days upon receipt of P.O.**
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 Lourdes Ng at telephone number 8920-4338. The Quotation may be submitted through e-mail at [lourdes.ng@pia.gov.ph](mailto:lourdes.ng@pia.gov.ph) or delivered to the address below **on or before 5:00 PM of 15 November 2024 (Friday)**.

**Philippine Information Agency - Central Office (PIA-CO)**  
***Administrative Division, Procurement Section/BAC Secretariat***  
*2/F PIA Bldg., Visayas Avenue, 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*

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
<b>1</b>	<b>Customized heavy-duty expandable pressboard file folder with tab</b>  - 2' folder expansion  - thickness - same as pressboard used for magazine boxes  - color: navy or dark blue  - size: legal  - design: <i>Please see attachments</i>	<b>800 pieces</b>		
	*** Nothing follows ***			
	<b>Total</b>		<b>Php</b>	

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	Specifications	Statement of Compliance
<b>1</b>	<b>800 pieces of Customized heavy-duty expandable pressboard file folder with tab</b>	
	2' folder expansion	
	thickness - same as pressboard used for magazine boxes	
	color: navy or dark blue	
	size: legal	
	design: <i>Please see attachments</i>	
	<b>End-User Requirements</b>  Prior to production of the folders by the supplier, a sample shall be presented to the end-user to ensure compliance with the specifications.	
	<b>Delivery Period</b>  Within 30 calendar days upon receipt of Purchase Order.	
	<b>*** Nothing Follows ***</b>	

I hereby certify that the statement of compliance to the forgoing 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



Presidential Communications Office

**Philippine Information Agency**

*Ahensiyang Pang-impormasyon ng Pilipinas*

**201 FILE**

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**HUMAN RESOURCE DEVELOPMENT DIVISION**

PIA Building, Visayas Avenue, Vasra, Quezon City. 1128

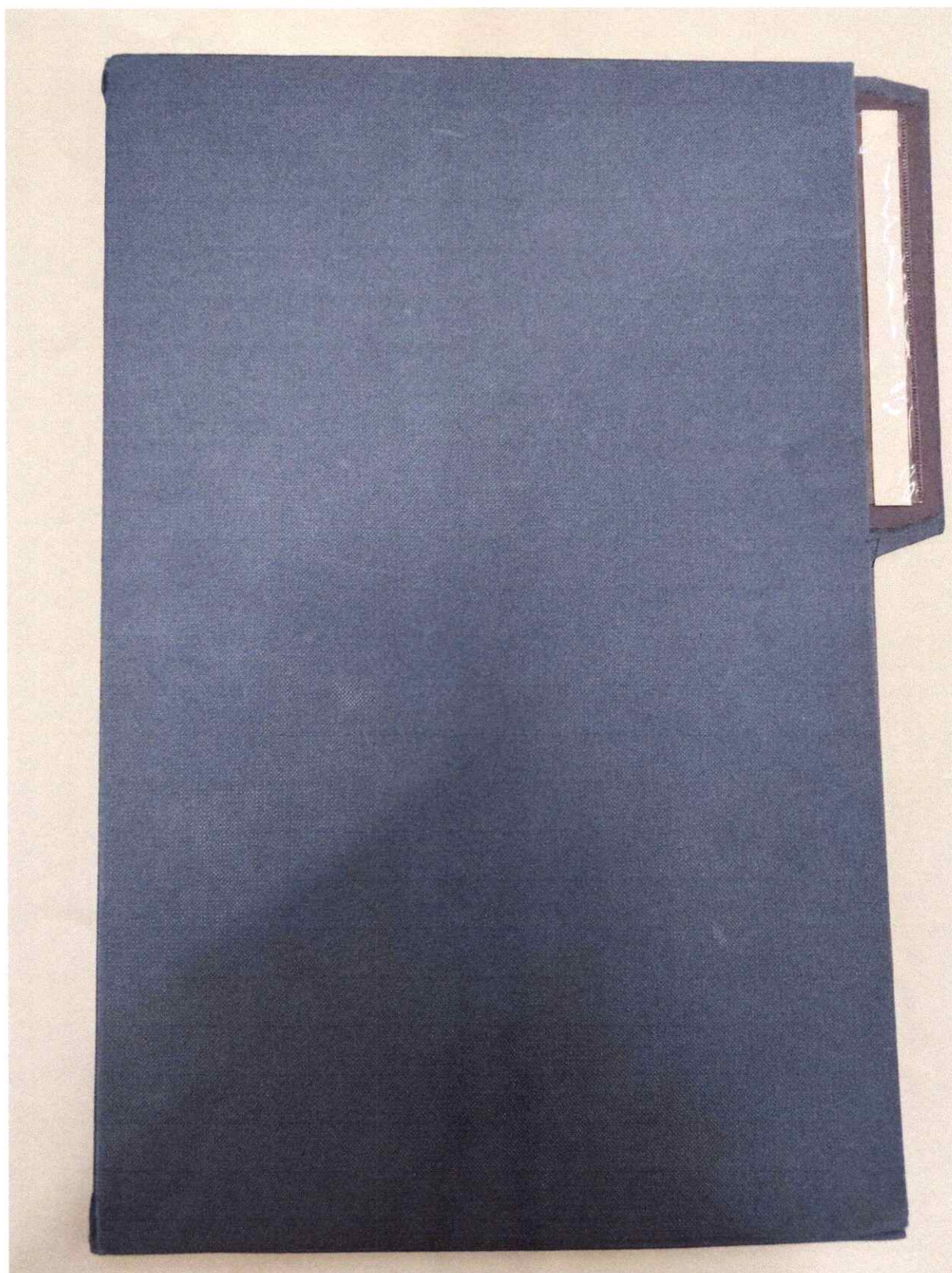
Tel. No. +63 2 8920 4339

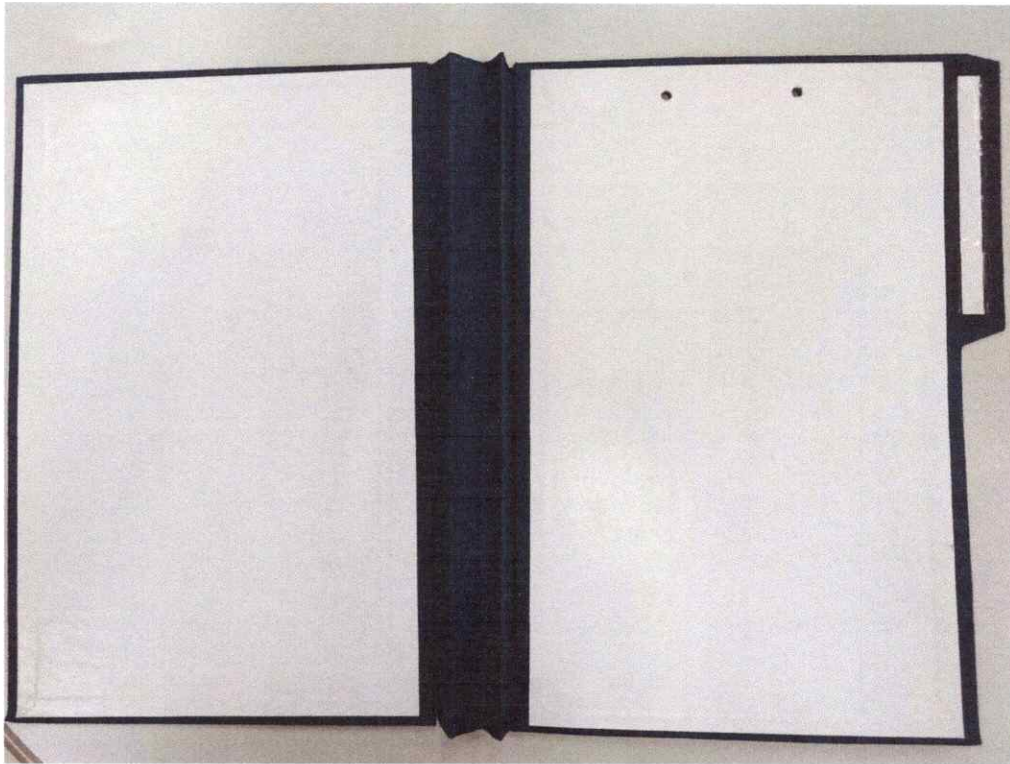
Email : [hrdd@pia.gov.ph](mailto:hrdd@pia.gov.ph)



















## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11462992  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** SUPPLY AND DELIVERY OF CUSTOMIZED HEAVY-DUTY FILE FOLDERS  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	24-10-113	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Supplies and Devices		
<b>Approved Budget for the Contract:</b>	PHP 120,000.00	<b>Document Request List</b>	1
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	12/11/2024
<b>Contact Person:</b>	Lourdes M. Ng Procurement Officer Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338  lourdes.ng@pia.gov.ph	<b>Last Updated / Time</b>	12/11/2024 00:00 AM
		<b>Closing Date / Time</b>	15/11/2024 17:00 PM

#### Description

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

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APPROVED BUDGET FOR THE CONTRACT: Php 120,000.00

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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)

1 Customized heavy-duty expandable pressboard file folder with tab - 800 pieces

- 2' folder expansion

- thickness – same as pressboard used for magazine boxes

- color: navy or dark blue

- size: legal

- design: Please see attachments

\*\*\* Nothing follows \*\*\*

Total Php

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 Specifications Statement of Compliance

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color: navy or dark blue  
size: legal  
design: Please see attachments

End-User Requirements

Prior to production of the folders by the supplier, a sample shall be presented to the end-user to ensure compliance with the specifications.

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

Line Items					
Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	SUPPLY AND DELIVERY OF HEAVY-DUTY FILE FOLDERS	SUPPLY AND DELIVERY OF CUSTOMIZED HEAVY-DUTY FILE FOLDERS	800	Piece	120,000.00

**Created by** Ronelio N Hernandez  
**Date Created** 11/11/2024

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.