

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 TOKENS (Katsa Bags and Ceramic Mugs)

APPROVED BUDGET FOR THE CONTRACT:

SEVENTY-SEVEN THOUSAND PESOS (Php 77,000.00)

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 Twelve (12) calendar days upon Purchase Order (PO)
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 Charmaine M. Dela Cruz at telephone number 8920-4338. The Quotation may be submitted through e-mail at charmaine.delacruz@pia.gov.ph on or before **15 November 2024 5:00 PM**

PHILIPPINE INFORMATION AGENCY
2nd Floor Procurement Section
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 an 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)
1	SUPPLY AND DELIVERY OF TOKENS (Katsa Bags and Ceramic Mugs) Katsa Bag: Material: Katsa; the handle should also be made of Katsa material Color: Off-white/Natural Thickness: at least 1600 gsm (can be thicker) Size: 12x14 inches-Flat With one side DTF or Sublimation Print- A4 Full Color The design will be supplied by KMSC Office	350 pcs.		
2	Ceramic Mug: Material: Ceramic, microwavable-safe Color: White Capacity: 300 mL (at least) With Full Color DTF or sublimation print With individual corrugated/thick box Design will be provided by KMSC Office <i>*Please see attached design and specifications*</i>	350 pcs.		
TOTAL AMOUNT				

DELIVERY PERIOD: Within Twelve (12) calendar days upon Purchase Order (PO)

PRICE VALIDITY: 90 days

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
	<p style="text-align: center;">SUPPLY AND DELIVERY OF TOKENS (Katsa Bags and Ceramic Mugs)</p> <p style="text-align: center;">TERMS OF REFERENCE</p> <p>Brief Description of the Item being Procured The items being procured are:</p> <ul style="list-style-type: none">• 350 pcs. Katsa tote bags• 350 pcs. Ceramic mugs. <p>ABC of the Project and Fund Source The ABC of the Project is Php 77,000.00 The Fund Source is PIA GAA (KMSC)</p> <p>Mode of Procurement The mode of procurement is small-value procurement</p> <p>Nature of the Procurement The nature of procurement is Goods and Services</p> <p>Scope of Work/Specifications Katsa Bag: Material: Katsa; the handle should also be made of Katsa material Color: Off-white/Natural Thickness: at least 1600 gsm (can be thicker) Size: 12x14 inches-Flat With one side DTF or Sublimation Print- A4 Full Color The design will be supplied by KMSC Office</p> <p>Ceramic Mug: Material: Ceramic, microwavable-safe Color: White Capacity: 300 mL (at least) With Full Color DTF or sublimation print With individual corrugated/thick box Design will be provided by KMSC Office</p> <p>Warranty and Support N/A</p> <p>Evaluation/Acceptance Criteria and Process The proposed materials must comply with the minimum technical specifications in this document.</p> <p>Payment Terms Payment shall be made upon issuance of a Certificate of Final Acceptance from the head of the Procuring entity.</p>	

	<p>Timelines for Implementation of the Project Delivery of Items within Twelve (12) calendar days upon PO (Purchase Order).</p> <p>Sample Mock up design:</p>  	
	<p>Delivery period: <i>Within Twelve (12) calendar days upon Purchase Order (PO)</i></p> <p>Price validity: <i>90 days</i></p>	

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



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11460458
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title SUPPLY AND DELIVERY OF TOKENS (Katsa Bags & Mugs)
Area of Delivery Metro Manila

Solicitation Number: 24-10-115	Status	In-Preparation
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: Corporate Giveaways		
Approved Budget for the Contract: PHP 77,000.00	Document Request List	0
Delivery Period: 12 Day/s		
Client Agency:	Date Published	12/11/2024
Contact Person: Charmaine Maningas Dela Cruz Administrative Assistant V Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 Ext. 63-- charmaine.delacruz@pia.gov.ph	Last Updated / Time	11/11/2024 10:55 AM
	Closing Date / Time	15/11/2024 17:00 PM

Description

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

REQUEST FOR QUOTATION (RFQ)

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NAME OF PROJECT:

SUPPLY AND DELIVERY OF TOKENS (Katsa Bags and Ceramic Mugs)

APPROVED BUDGET FOR THE CONTRACT:
SEVENTY-SEVEN THOUSAND PESOS (Php 77,000.00)

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 Twelve (12) calendar days upon Purchase Order (PO)

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 Charmaine M. Dela Cruz at telephone number 8920-4338 The Quotation may be submitted through e-mail at charmaine.delacruz@pia.gov.ph on or before 15 November 2024 5:00 PM

PHILIPPINE INFORMATION AGENCY

2nd Floor Procurement Section

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 an offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO
BAC-CHAIRPERSON

ANNEX A
SUPPLIER'S QUOTATION

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

SUPPLY AND DELIVERY OF TOKENS
(Katsa Bags and Ceramic Mugs)

1 Katsa Bag: 350 pcs
Material: Katsa; the handle should
also be made of Katsa material
Color: Off-white/Natural
Thickness: at least 1600 gsm (can be thicker)
Size: 12x14 inches-Flat
With one side DTF or Sublimation Print- A4 Full Color
The design will be supplied by KMSC Office

2 Ceramic Mug: 350 pcs
Material: Ceramic, microwavable-safe
Color: White
Capacity: 300 mL (at least)
With Full Color DTF or sublimation print
With individual corrugated/thick box
Design will be provided by KMSC Office

Please see attached design and specifications

TOTAL AMOUNT

DELIVERY PERIOD: Within Twelve (12) calendar days upon Purchase Order (PO)

PRICE VALIDITY: 90 days

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 TOKENS
(Katsa Bags and Ceramic Mugs)

TERMS OF REFERENCE

Brief Description of the Item being Procured

The items being procured are:

- 350 pcs. Katsa tote bags
- 350 pcs. Ceramic mugs.

ABC of the Project and Fund Source

The ABC of the Project is Php 77,000.00

The Fund Source is PIA GAA (KMSC)

Mode of Procurement

The mode of procurement is small-value procurement

Nature of the Procurement

The nature of procurement is Goods and Services

Scope of Work/Specifications

Katsa Bag:

Material: Katsa; the handle should also be made of Katsa material

Color: Off-white/Natural

Thickness: at least 1600 gsm (can be thicker)

Size: 12x14 inches-Flat

With one side DTF or Sublimation Print- A4 Full Color

The design will be supplied by KMSC Office

Ceramic Mug:

Material: Ceramic, microwavable-safe

Color: White

Capacity: 300 mL (at least)

With Full Color DTF or sublimation print

With individual corrugated/thick box

Design will be provided by KMSC Office

Warranty and Support

N/A

Evaluation/Acceptance Criteria and Process

The proposed materials must comply with the minimum technical specifications in this document.

Payment Terms

Payment shall be made upon issuance of a Certificate of Final Acceptance from the head of the Procuring entity.

Timelines for Implementation of the Project

Delivery of Items within Twelve (12) calendar days upon PO (Purchase Order).

Sample Mock up design: PLEASE REFER TO UPLOADED RFQ FORM

Delivery period:

Within Twelve (12) calendar days upon Purchase Order (PO)

Price validity: 90 days

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 Date
Of Authorized Representative

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	TOKENS (Katsa Bags & Mugs)	TOKENS (katsa bags & Mugs)	1	Lot	77,000.00

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.