PHILIPPINE INFORMATION AGENCY

PIA Building, 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:

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND CONSUMABLES

APPROVED BUDGET FOR THE CONTRACT:

Five Hundred Seventy-Six Thousand Sixty-two Pesos and 76/100 (Php 576,062.76)

General Conditions:

- 1. Bidding will be conducted through Shopping B under Section <u>52.1</u> 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 calendar days upon receipt of the Purchase Order;
- 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 Ms. Charmaine M. Dela Cruz at telephone number 8920-4338. The Quotation may be submitted through e-mail at charmaine.delacruz@pia.gov.ph or deliver to the address below on or before 29 November 2024 – 5:00 PM

Philippine Information Agency 2nd floor, Procurement Section Office PIA Building, 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	DESCRIPTION	QTY.	UNIT	TOTAL
NO.			COST (Php)	COST (Php)
	LOT 1			
	2011			
	SIGN PEN, Fine Tip, Blue	621 pcs		
	SIGN PEN, Fine Tip, Black	353 pcs.		
	SIGN PEN, Fine Tip, Red	58 pcs.		
	BATTERY, dry cell, size AA	66 packs		
	(2 pcs. per pack)"	101		
	"BATTERY, dry cell, size AAA (2 pcs. per pack)"	18 packs		
	DISINFECTANT SPRAY, Aerosol, 400g (min)	10 cans		
	RAGS	5 kilos		
	FLASH DRIVE 32GB, USB version 3.0,	2 pcs.		
	plug and play	z pes.		
	FLASH DRIVE 64GB, USB version 3.0,	1 pc.		
	plug and play	ı po.		
	FLASH DRIVE 128GB, USB version 3.0,	1 pc.		
	plug and play			
	TAPE, masking, 48 mm	9 rolls		
	CLIP, backfold, 19mm	55 boxes		
	CLIP, backfold, 25mm	43 boxes		
	CLIP, backfold, 32mm	32 boxes		
	CLIP, backfold, 50mm	29 boxes		
	FILE TAB DIVIDER, A4 (10 sets per pack,	35 packs		
	5 colors per set)			
	FILE TAB DIVIDER, Legal (10 sets per pack,	119 packs		
	5 colors per set)			
	Folder, Pressboard, Legal, Cream	3 boxes		
	(100 pcs. per box)	10		
	MARKER, Permanent, Black	10 pcs.		
	MARKER, Whiteboard, Black	10 pcs.		
	MARKER, Whiteboard, Blue	12 pcs.		
	MARKER, Whiteboard, Red	21 pcs.		
	NOTEPAD, stick-on, 50mm x 76mm NOTEPAD, stick-on, 76mm x 100mm	21 pads 9 pads		
	NOTEPAD, stick-on, 76mm x 76mm	39 pads		
	PAPER, MULTIPURPOSE A4, 70gsm	118 reams		
	PAPER, MULTIPURPOSE Legal, 70gsm	121 reams		
	INSECTICIDE, Aerosol Type, 600ml	12 cans		
	CERTIFICATE HOLDER. Blue, 8.5 x 11	37 pcs.		
	BALLPEN, Blue	174 pcs.		
	SIGN HERE, Sticker 1"	16 pads		
	COPY PAPER, Long, Green, 80 gsm	9 reams		
	Clipboard, Plastic with metal clip, long	18 pcs.		
		TOTAL		
		IOIAL		
	LOT 2			
	DATA FILE BOX, with cover, Blue, 5 1/2 x 15 x	30 pcs.		
	16"			
	DATA FILE BOX, with cover, Blue, Square-Type	79 pcs.		
	DATA FOLDER, Taglia lock on top,	154 pcs.		
	Red with PIA and COA logo			
	DATA FOLDER, Taglia lock on top, Blue	110 pcs.		
		TOTAL		
		IOIAL		

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11 cart.	
9 cart.	
1 bottle	
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1 toner	
cart.	
TOTAL	
	1 toner cart.

DELIVERY PERIOD: 30 calendar days

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

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
	LOT 1	
	621 pcs. SIGN PEN, Fine Tip, Blue, 353 pcs. SIGN PEN, Fine Tip, Black 58 pcs.SIGN PEN, Fine Tip, Red 66 packs BATTERY, dry cell, size AA (2 pcs. per pack)" 18 packs BATTERY, dry cell, size AAA (2 pcs. per pack)" 10 cans DISINFECTANT SPRAY, Aerosol, 400g (min) 5 kilos RAGS 2 pcs.FLASH DRIVE 32GB, USB version 3.0, plug and play	
	1 pc. FLASH DRIVE 64GB, USB version 3.0, plug and play	
	1 pc. FLASH DRIVE 128GB, USB version 3.0, plug and play	
	9 rolls TAPE, masking, 48 mm 55 boxes CLIP, backfold, 19mm 43 boxes CLIP, backfold, 25mm 32 boxes CLIP, backfold, 32mm 29 boxes CLIP, backfold, 50mm 35 packs FILE TAB DIVIDER, A4 (10 sets per pack, 5 colors per set) 119 packs FILE TAB DIVIDER, Legal (10 sets per pack, 5 colors per set) 3 boxes Folder, Pressboard, Legal, Cream (100 pcs. per box)	
	10 pcs. MARKER, Permanent, Black 10 pcs. MARKER, Whiteboard, Black 12 pcs. MARKER, Whiteboard, Blue 21 pcs. MARKER, Whiteboard, Red 21 pads NOTEPAD, stick-on, 50mm x 76mm 9 pads NOTEPAD, stick-on, 76mm x 100mm 39 pads NOTEPAD, stick-on, 76mm x 76mm 118 reams PAPER, MULTIPURPOSE A4, 70gsm 121 reams PAPER, MULTIPURPOSE Legal, 70gsm 12 cans INSECTICIDE, Aerosol Type, 600ml 37 pcs. CERTIFICATE HOLDER. Blue, 8.5 x 11 174 pcs. BALLPEN, Blue 16 pads SIGN HERE, Sticker 1" 9 reams COPY PAPER, Long, Green, 80 gsm 18 pcs. Clipboard, Plastic with metal clip, long	
	LOT 2	
	30 pcs. DATA FILE BOX, with cover, Blue, 5 1/2 x 15 x 16" 79 pcs. DATA FILE BOX, with cover, Blue, Square-Type 154 pcs. DATA FOLDER, Taglia lock on top, Red with PIA and COA logo 110 pcs. DATA FOLDER, Taglia lock on top, Blue	
	LOT 3	
	10 cart. INK CARTRIDGE, HP C9351AA (HP21), Black 13 cart. INK CARTRIDGE, HP C9352AA (HP22), Tri-color 40 cart. INK CARTRIDGE, HP F6V26AA (HP680), Tri-color 41 cart. INK CARTRIDGE, HP F6V27AA (HP680), Black 2 cart. INK CARTRIDGE, HP L0S63AA (HP955XL), Cyan Original	
	4 cart. INK CARTRIDGE, HP LOS66AA (HP955XL), Magenta 2 cart. INK CARTRIDGE, HP LOS69AA (HP955XL), Yellow	

2 cart. INK CARTRIDGE, HP L0S72AA (HP955XL), Black	
Original	
1 cart. TONER CARTRIDGE, HP CB435A, Black	
11 cart. TONER CARTRIDGE, HP CE285A (HP85A), Black	
9 cart. TONER CARTRIDGE, HP CE505A, Black	
2 cart. INK CART, CANON 790, Black	
1 cart. TONER, CANON LBP 6000, Cartridge 325	
51 cart. INK CART, EPSON 003, Black	
37 cart. INK CART, EPSON 003, Yellow	
38 cart. INK CART, EPSON 003, Cyan	
38 cart. INK CART, EPSON 003, Magenta	
5 cart. TONER CART, HP CF210A (131A), Black	
2 cart. TONER CART, HP CF211A (131A), Cyan	
2 cart. TONER CART, HP CF212A, (131A) Yellow	
2 cart. TONER CART, HP CF213A (131A) Magenta	
2 cart. TONER CART, SAMSUNG MLTD111S	
1 cart. HP LASERJET CE314A (126A), Imaging Drum	
1 bottle Epson Ink Bottle 008 Black	
1 bottle Epson Ink Bottle 008 Cyan	
1 bottle Epson Ink Bottle 008 Yellow	
1 bottle Epson Ink Bottle 008 Magenta	
LOT 4	
1 TONER CART, SHARP MX-312FT	
-For the procurement of inks, suppliers must provide	
documentation of authorized distributorship or certification	
-Delivery Period: 30 calendar 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	

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11514296

Procuring Entity PHILIPPINE INFORMATION AGENCY

Title PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND CONSUMABLES

Area of Delivery Metro Manila

Solicitation Number:	24-10-114	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 576,062.76	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	22/11/2024
Contact Person:	Charmaine Maningas Dela Cruz Administrative Assistant V Visayas Avenue, Diliman, Quezon City Metro Manila	Last Updated / Time	21/11/2024 15:33 PM
	Philippines 1128 63-2-9204338 Ext. 63 charmaine.delacruz@pia.gov.ph	Closing Date / Time	29/11/2024 17:00 PM

Description

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

REQUEST FOR QUOTATION (RFQ)

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- 4. The total price quoted is subject to VAT and other applicable taxes and payable check;
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For further inquiries, please coordinate with Ms. Charmaine M. Dela Cruz at telephone number 8920-4338. The Quotation may be submitted through e-mail at charmaine.delacruz@pia.gov.ph or deliver to the address below on or before 29 November 2024 – 5:00 PM

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ATTY. ALLAN VINCENT B. LORENZO BAC-CHAIRPERSON

SIGN PEN, Fine Tip, Blue 621 pcs

ANNEX A

SUPPLIER'S QUOTATION

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

LOT 1

SIGN PEN, Fine Tip, Black 353 pcs. SIGN PEN, Fine Tip, Red 58 pcs. BATTERY, dry cell, size AA 66 packs (2 pcs. per pack)" "BATTERY, dry cell, size AAA 18 packs (2 pcs. per pack)" DISINFECTANT SPRAY, Aerosol, 400g (min) 10 cans RAGS 5 kilos FLASH DRIVE 32GB, USB version 3.0, 2 pcs. plug and play FLASH DRIVE 64GB, USB version 3.0, 1 pc. plug and play FLASH DRIVE 128GB, USB version 3.0, 1 pc. plug and play TAPE, masking, 48 mm 9 rolls CLIP, backfold, 19mm 55 boxes CLIP, backfold, 25mm 43 boxes CLIP, backfold, 32mm 32 boxes CLIP, backfold, 50mm 29 boxes FILE TAB DIVIDER, A4 (10 sets per pack, 35 packs 5 colors per set) FILE TAB DIVIDER, Legal (10 sets per pack, 119 packs 5 colors per set) Folder, Pressboard, Legal, Cream 3 boxes (100 pcs. per box) MARKER, Permanent, Black 10 pcs. MARKER, Whiteboard, Black 10 pcs. MARKER, Whiteboard, Blue 12 pcs. MARKER, Whiteboard, Red 21 pcs. NOTEPAD, stick-on, 50mm x 76mm 21 pads NOTEPAD, stick-on, 76mm x 100mm 9 pads NOTEPAD, stick-on, 76mm x 76mm 39 pads

PAPER, MULTIPURPOSE A4, 70gsm 118 reams

PAPER, MULTIPURPOSE Legal, 70gsm 121 reams INSECTICIDE, Aerosol Type, 600ml 12 cans CERTIFICATE HOLDER. Blue, 8.5 x 11 37 pcs. BALLPEN, Blue 174 pcs. SIGN HERE, Sticker 1" 16 pads COPY PAPER, Long, Green, 80 gsm 9 reams Clipboard, Plastic with metal clip, long 18 pcs. TOTAL LOT 2 DATA FILE BOX, with cover, Blue, 5 1/2 x 15 x 16" 30 pcs. DATA FILE BOX, with cover, Blue, Square-Type 79 pcs. DATA FOLDER, Taglia lock on top, 154 pcs. Red with PIA and COA logo DATA FOLDER, Taglia lock on top, Blue110 pcs. **TOTAL** LOT 3 INK CARTRIDGE, HP C9351AA (HP21), Black" 10 cart. INK CARTRIDGE, HP C9352AA (HP22), Tri-color 13 cart. INK CARTRIDGE, HP F6V26AA (HP680), Tri-color 40 cart. INK CARTRIDGE, HP F6V27AA (HP680), Black 41 cart. INK CARTRIDGE, HP LOS63AA (HP955XL), Cyan Original 2 cart. INK CARTRIDGE, HP LOS66AA (HP955XL), Magenta 4 cart. INK CARTRIDGE, HP LOS69AA (HP955XL), Yellow 2 cart. INK CARTRIDGE, HP LOS72AA (HP955XL), Black Original 2 cart. TONER CARTRIDGE, HP CB435A, Black 1 cart. TONER CARTRIDGE, HP CE285A (HP85A), Black 11 cart. TONER CARTRIDGE, HP CE505A, Black 9 cart. INK CART, CANON 790, Black 2 cart. TONER, CANON LBP 6000, Cartridge 325 1 cart. INK CART, EPSON 003, Black 51 cart. INK CART, EPSON 003, Yellow 37 cart. INK CART, EPSON 003, Cyan 38 cart. INK CART, EPSON 003, Magenta 38 cart. TONER CART, HP CF210A (131A), Black 5 cart. TONER CART, HP CF211A (131A), Cyan 2 cart. TONER CART, HP CF212A, (131A) Yellow 2 cart. TONER CART, HP CF213A (131A) Magenta 2 cart. TONER CART, SAMSUNG MLTD111S 2 cart. HP LASERJET CE314A (126A), Imaging Drum 1 cart. Epson Ink Bottle 008 Black 1 bottle Epson Ink Bottle 008 Cyan 1 bottle Epson Ink Bottle 008 Yellow 1 bottle Epson Ink Bottle 008 Magenta 1 bottle TOTAL LOT 4 TONER CART, SHARP MX-312FT 1 toner cart. TOTAL DELIVERY PERIOD: 30 calendar days 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

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Date
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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 I OT 1 621 pcs. SIGN PEN, Fine Tip, Blue, 353 pcs. SIGN PEN, Fine Tip, Black 58 pcs.SIGN PEN, Fine Tip, Red 66 packs BATTERY, dry cell, size AA (2 pcs. per pack)" 18 packs BATTERY, dry cell, size AAA (2 pcs. per pack)" 10 cans DISINFECTANT SPRAY, Aerosol, 400g (min) 5 kilos RAGS 2 pcs.FLASH DRIVE 32GB, USB version 3.0, plug and play 1 pc. FLASH DRIVE 64GB, USB version 3.0, plug and play 1 pc. FLASH DRIVE 128GB, USB version 3.0, plug and play 9 rolls TAPE, masking, 48 mm 55 boxes CLIP, backfold, 19mm 43 boxes CLIP, backfold, 25mm 32 boxes CLIP, backfold, 32mm 29 boxes CLIP, backfold, 50mm 35 packs FILE TAB DIVIDER, A4 (10 sets per pack, 5 colors per set) 119 packs FILE TAB DIVIDER, Legal (10 sets per pack, 5 colors per set) 3 boxes Folder, Pressboard, Legal, Cream (100 pcs. per box) 10 pcs. MARKER, Permanent, Black 10 pcs. MARKER, Whiteboard, Black 12 pcs. MARKER, Whiteboard, Blue 21 pcs. MARKER, Whiteboard, Red 21 pads NOTEPAD, stick-on, 50mm x 76mm 9 pads NOTEPAD, stick-on, 76mm x 100mm 39 pads NOTEPAD, stick-on, 76mm x 76mm 118 reams PAPER, MULTIPURPOSE A4, 70gsm 121 reams PAPER, MULTIPURPOSE Legal, 70gsm 12 cans INSECTICIDE, Aerosol Type, 600ml 37 pcs. CERTIFICATE HOLDER. Blue, 8.5 x 11 174 pcs. BALLPEN, Blue 16 pads SIGN HERE, Sticker 1" 9 reams COPY PAPER, Long, Green, 80 gsm 18 pcs. Clipboard, Plastic with metal clip, long LOT 2 30 pcs. DATA FILE BOX, with cover, Blue, 5 1/2 x 15 x 16" 79 pcs. DATA FILE BOX, with cover, Blue, Square-Type 154 pcs. DATA FOLDER, Taglia lock on top, Red with PIA and COA logo 110 pcs. DATA FOLDER, Taglia lock on top, Blue LOT 3 10 cart. INK CARTRIDGE, HP C9351AA (HP21), Black 13 cart. INK CARTRIDGE, HP C9352AA (HP22), Tri-color 40 cart. INK CARTRIDGE, HP F6V26AA (HP680), Tri-color 41 cart. INK CARTRIDGE, HP F6V27AA (HP680), Black 2 cart. INK CARTRIDGE, HP L0S63AA (HP955XL), Cyan Original 4 cart. INK CARTRIDGE, HP LOS66AA (HP955XL), Magenta 2 cart. INK CARTRIDGE, HP LOS69AA (HP955XL), Yellow 2 cart. INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original 1 cart. TONER CARTRIDGE, HP CB435A, Black 11 cart. TONER CARTRIDGE, HP CE285A (HP85A), Black 9 cart. TONER CARTRIDGE, HP CE505A, Black 2 cart. INK CART, CANON 790, Black 1 cart. TONER, CANON LBP 6000, Cartridge 325 51 cart. INK CART, EPSON 003, Black 37 cart. INK CART, EPSON 003, Yellow 38 cart. INK CART, EPSON 003, Cyan

38 cart. INK CART, EPSON 003, Magenta 5 cart. TONER CART, HP CF210A (131A), Black 2 cart. TONER CART, HP CF211A (131A), Cyan 2 cart. TONER CART, HP CF212A, (131A) Yellow 2 cart. TONER CART, HP CF213A (131A) Magenta 2 cart. TONER CART, SAMSUNG MLTD111S 1 cart. HP LASERJET CE314A (126A), Imaging Drum

1 bottle Epson Ink Bottle 008 Black

1 bottle Epson Ink Bottle 008 Cyan

1 bottle Epson Ink Bottle 008 Yellow

1 bottle Epson Ink Bottle 008 Magenta

LOT 4

1 TONER CART, SHARP MX-312FT

-For the procurement of inks, suppliers must provide documentation of authorized distributorship or certification

-Delivery Period: 30 calendar 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	Office Supplies and Consumables	Office Supplies and Consumables	1	Lot	576,062.76

Created by Ronelio N Hernandez

Date Created 21/11/2024

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.

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