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 (Repost)

APPROVED BUDGET FOR THE CONTRACT:

Lot 1 - One Hundred Fifty-Two Thousand Six Hundred Nine Pesos (Php 152,609.00) Lot 2 - Ninety-Nine Thousand Four Hundred Pesos (Php 99,400.00) Lot 3 - Three Hundred Fifteen Thousand Four Hundred Three Pesos & 76/100 (Php 315,403.76) Lot 4 - Eight Thousand Six Hundred Fifty Pesos (Php 8,650.00)

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 06 December 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 NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	LOT 1			
	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)"	1		
	"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	1		
	FLASH DRIVE 64GB, USB version 3.0, plug and play	1 pc.		
	FLASH DRIVE 128GB, USB version 3.0, plug and play	1 pc.		
	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, 5 colors per set)	35 packs		
	FILE TAB DIVIDER, Legal (10 sets per pack, 5 colors per set)	119 packs		
	Folder, Pressboard, Legal, Cream	3 boxes		
	(100 pcs. per box)	10 mag		
	MARKER, Permanent, Black	10 pcs.		
	MARKER, Whiteboard, Black	10 pcs.		
	MARKER, Whiteboard, Blue	12 pcs.		
	MARKER, Whiteboard, Red NOTEPAD, stick-on, 50mm x 76mm	21 pcs.		
	NOTEPAD, stick-on, 76mm x 100mm	21 pads		
		9 pads 39 pads		
	NOTEPAD, stick-on, 76mm x 76mm PAPER, MULTIPURPOSE A4, 70gsm	118 reams		
	PAPER, MULTIPURPOSE Legal, 70gsm	121 reams		
	INSECTICIDE, Aerosol Type, 600ml	12 realits 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.		
	1	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	10. 000		
	DATA FOLDER, Taglia lock on top, Blue	110 pcs.		
	1	TOTAL		

LOT 3	
INK CARTRIDGE, HP C9351AA	10 cart.
(HP21), Black"	io cart.
INK CARTRIDGE, HP C9352AA (HP22), Tri-color	13 cart.
INK CARTRIDGE, HP F6V26AA (HP680), Tri-	40 cart.
color	40 Cart.
INK CARTRIDGE, HP F6V27AA (HP680), Black	41 cart.
INK CARTRIDGE, HP LOS63AA (HP955XL),	2 cart.
Cyan Original	2 cart.
INK CARTRIDGE, HP LOS66AA (HP955XL),	4 cart.
Magenta	+ cart.
INK CARTRIDGE, HP LOS69AA (HP955XL),	2 cart.
Yellow	2 Cart.
INK CARTRIDGE, HP LOS72AA (HP955XL),	2 cart.
Black Original	2 cart.
TONER CARTRIDGE, HP CB435A,	1 cart.
Black	I Call.
TONER CARTRIDGE, HP CE285A (HP85A),	11 cart.
Black	II Cart.
TONER CARTRIDGE, HP CE505A,	9 cart.
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
Deson mix Doute 000 magenta	1 bottle
	TOTAL
LOT 4	
TONER CART, SHARP MX-312FT	1 toner
	cart.
	TOTAL
	IUIAL

DELIVERY PERIOD: PRICE VALIDITY:

<u>30 calendar days</u> 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

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, 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), Black 2 cart. INK CARTRIDGE, HP F6V27AA (HP680), Black 2 cart. INK CARTRIDGE, HP L0S66AA (HP955XL), Cyan Original 4 cart. INK CARTRIDGE, HP L0S66AA (HP955XL), Magenta 2 cart. INK CARTRIDGE, HP L0S69AA (HP955XL), Magenta 2 cart. INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow 2 cart. INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original 1 cart. TONER CARTRIDGE, HP L0S72AA (HP955XL), Black 9 cart. TONER CARTRIDGE, HP CE435A, Black 11 cart. TONER CARTRIDGE, HP CE505A, Black 2 cart. INK CART, CANON 790, 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, Vellow 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 CF213A (131A) Yellow 2 cart. TONER CART, HP CF213A (131A) Magenta 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 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 postqualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature Over Printed Name Of Authorized Representative Date



Central Portal for Philippine Government Procurement Oppurtunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	11557009				
Procuring Entity	PHILIPPINE INFORMATION AGENCY				
Title	PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND CONSUMABLES (Repost)				
Area of Delivery	Metro Manila				
Solicitation Number:	24-10-114	Status	Active		
Trade Agreement:	Implementing Rules and Regulations				
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1		
Classification:	Goods	Bid Supplements	0		
Category:	Office Equipment Supplies and Consumables				
Approved Budget for the Contract:	PHP 576,062.76	Document Request List	4		
Delivery Period:	30 Day/s				
Client Agency:		Date Published	03/12/2024		
Contact Person:	Charmaine Maningas Dela Cruz Administrative Assistant V Visayas Avenue, Diliman, Quezon City Metro Manila	Last Updated / Time	03/12/2024 00:00 AM		
	Philippines 1128 63-2-9204338	Closing Date / Time	06/12/2024 17:00 PM		
	charmaine.delacruz@pia.gov.ph				
Description		·			
PHILIPPINE INFORMATI PIA Building, Visayas Av REQUEST FOR QUOTATI	venue, Diliman, Quezon City				
The Philippine Informati	ion Agency (PIA) through its Bids	and Awards Committee (BAC) h	ereby invites all		

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 (Repost)

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Lot 2 – Ninety-Nine Thousand Four Hundred Pesos (Php 99,400.00)

Lot 3 – Three Hundred Fifteen Thousand Four Hundred Three Pesos & 76/100 (Php 315,403.76)

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DATA FOLDER, Taglia lock on top, 154 pcs. Red with PIA and COA logo DATA FOLDER, Taglia lock on top, Blue110 pcs. TOTAL

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Item Specification Statement of Compliance

1 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 1 OT 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 L0S66AA (HP955XL), Magenta 2 cart. INK CARTRIDGE, HP L0S69AA (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 1 OT 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 After having carefully read, understood and accepted the conditions specified in the Request for Quotation, TechnicalSpecification 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 Line Items Item No. **Product/Service Name** Description Quantity UOM Budget (PHP) 1 Office Supplies Office Supplies 1 Lot 152,609.00 2 Data File Box Data File Box 1 Lot 99,400.00

Ink cartridge

1

Lot

315,403.76

3

Ink Cartridge

4 Sharp Toner Cart		Sharp Toner Cart	1	Lot	8,650.00
1					
Created by	Ronelio N Hernandez				

Date Created 30/11/2024

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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