

**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 POLO SHIRTS**

APPROVED BUDGET FOR THE CONTRACT: **PHP 200,000.00**

**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 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 Paul John Delos Santos at Telephone number/s 8920-4338/0985-3050-095. The Quotation may be submitted through e-mail at [paul.delossantos@pia.gov.ph](mailto:paul.delossantos@pia.gov.ph) on or before 23 December 2024 @ 8:00 A.M.

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)
	<p><b>POLO SHIRTS</b>  <i>Specifications</i></p> <p>Material: Pique Fabric                      Size: XS, S, M, L, XL, XXL                      Fit: Semi Fit                      Color Combination: Navy Blue, Black and White                      Method: Embroidered Logos</p> <p><b>Others:</b>                      Label Design:</p> <ul style="list-style-type: none"> <li>- MIL Fact-Checker Logo</li> <li>- Presidential Communication Office (PCO) Logo</li> <li>- Philippine Information Agency (PIA) Logo</li> </ul> <div style="text-align: center;">  </div> <p style="text-align: right;"><b>ABC: 200,000.00</b></p>	200 pcs.		

DELIVERY PERIOD: within **30 days upon receipt of Purchase Order**

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:

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
	<p><b>POLO SHIRTS (200pcs)</b></p> <p>Specifications:</p> <p>Material: Pique Fabric            Size: XS, S, M, L, XL, XXL            Fit: Semi Fit            Color Combination: Navy Blue, Black and White            Method: Embroidered Logos</p> <p><b>Others:</b></p> <p>Label Design:            MIL Fact-Checker Logo            Presidential Communication Office (PCO) Logo            Philippine Information Agency (PIA) Logo</p> <p>Responsibilities of the Supplier:</p> <ul style="list-style-type: none"> <li>-The supplier shall provide the polo shirts with reasonable care, skills and diligence. All goods delivered shall be brand new and unused;</li> <li>-The Supplier must comply with the delivery schedule specified in the above schedule requirements;</li> <li>-The Supplier must submit the detailed polo shirt specification as necessary;</li> <li>-The Supplier shall ensure that the polo shirts must be presentable and kept in a delicate manner at all times;</li> <li>-Where polo shirts are rejected as being damage or otherwise falling to conform to the requirements in these terms, the Supplier shall, at its own cost, remove, replace and re-perform and/or take such corrective action as may be required to enable the polo shirts to conform to the requirements and satisfaction of the end-user.</li> </ul> <p>Liquidated Damages:</p> <ul style="list-style-type: none"> <li>- Where the contractor refuses or fails to satisfactorily complete the delivery within the specified contract time, plus any extension time duly granted and is hereby in default under contract, the Contractor shall pay PIA for liquidated damages, and not by way of penalty, an amount as provided in the conditions of the contract equal to the tenth (1/10) of one percent (1%) of the cost of the unperformed portion of everyday of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PIA may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances such as but not limited to</li> </ul>	

	forfeiture of performance security and/or blacklisting of the latter.	
	<p>- For entitlement to such liquidated damages, PIA needs to not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due to the Contractor under the contract and/or collect such liquidated damages from the retention money or other securities posted by the service Contractor at the PIA's convenience.</p> <p>Terms of Payment:</p> <ul style="list-style-type: none"> <li>- Payment shall be made within thirty (30) calendar days from receipt of the procured polo shirts.</li> <li>- Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);</li> <li>- The supplier shall provide the bank account wherein payment will be credited</li> </ul>	

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** 11627487  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** SUPPLY AND DELIVERY OF POLO SHIRTS  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 24-11-129	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Garments	<b>Date Published</b>	20/12/2024
<b>Approved Budget for the Contract:</b> PHP 200,000.00	<b>Last Updated / Time</b>	19/12/2024 22:54 PM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	23/12/2024 08:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> Paul John Hechanova Delos Santos Administrative Assistant III Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338  paul.delossantos@pia.gov.ph		

#### Description

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

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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)

POLO SHIRTS 200 pcs.

Specifications

Material: Pique Fabric  
Size: XS, S, M, L, XL, XXL  
Fit: Semi Fit  
Color Combination: Navy Blue, Black and White  
Method: Embroidered Logos  
Others:  
Label Design:  
- MIL Fact-Checker Logo  
- Presidential Communication Office (PCO) Logo  
- Philippine Information Agency (PIA) Logo

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Printed Name and Signature

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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

**POLO SHIRTS (200pcs)**

**Specifications:**

Material: Pique Fabric  
Size: XS, S, M, L, XL, XXL  
Fit: Semi Fit  
Color Combination: Navy Blue, Black and White  
Method: Embroidered Logos

**Others:**

Label Design:  
MIL Fact-Checker Logo  
Presidential Communication Office (PCO) Logo  
Philippine Information Agency (PIA) Logo

**Responsibilities of the Supplier:**

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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	POLO SHIRTS	CUSTOMIZED POLO SHIRTS	200	Piece	200,000.00

**Created by** Ronelio N Hernandez

**Date Created** 19/12/2024

