

**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 ONE (1) LOT GLASS PLAGUE & CERTIFICATE FRAME FOR RETIREES INCENTIVES**

APPROVED BUDGET FOR THE CONTRACT: **Php 22,500.00**

**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 2022;
  - 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:
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 mobile number 0998-588-9433. The Quotation may be submitted through e-mail at [lourdes.ng@pia.gov.ph](mailto:lourdes.ng@pia.gov.ph).

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.

**EMVER P. CORTEZ**  
BAC-CHAIRPERSON

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
1	<p><b>LOT 1</b></p> <p><b><u>GLASS PLAQUE</u></b>  <i>Specifications</i>            Height: <b>12 inches</b>            Base: <b>3/8 glass over 3/8 blue glass</b>            Others: <b>Back etch text and logo</b></p> <p><i>(Sample Attached)</i></p>	9 pcs.		
2	<p><b><u>CERTIFICATE FRAME</u></b>            Size: <b>8 x 11 inches</b>            Material: <b>Wood</b>            Color: <b>Black frame with gold molding</b>            Cover: <b>Glass</b></p> <p><i>(Sample Attached)</i></p> <p>- Nothing Follows -</p>	9 pcs.		

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	Specification	Statement of Compliance
1	<p><b>LOT 1</b></p> <p><b><u>GLASS PLAQUE</u> – 9 pcs.</b>  <i>Specifications</i>                      Height: <b>12 inches</b>                      Base: <b>3/8 glass over 3/8 blue glass</b>                      Others: <b>Back etch text and logo</b></p> <p><i>(Sample Attached)</i></p>	
2	<p><b><u>CERTIFICATE FRAME</u> – 9 pcs.</b>                      Size: <b>8 x 11 inches</b>                      Material: <b>Wood</b>                      Color: <b>Black frame with gold molding</b>                      Cover: <b>Glass</b></p> <p><i>(Sample Attached)</i></p> <p style="text-align: center;">- Nothing Follows -</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

12''



This

*Plaque of Recognition*

is given to

*Jimmy C. Untalan*

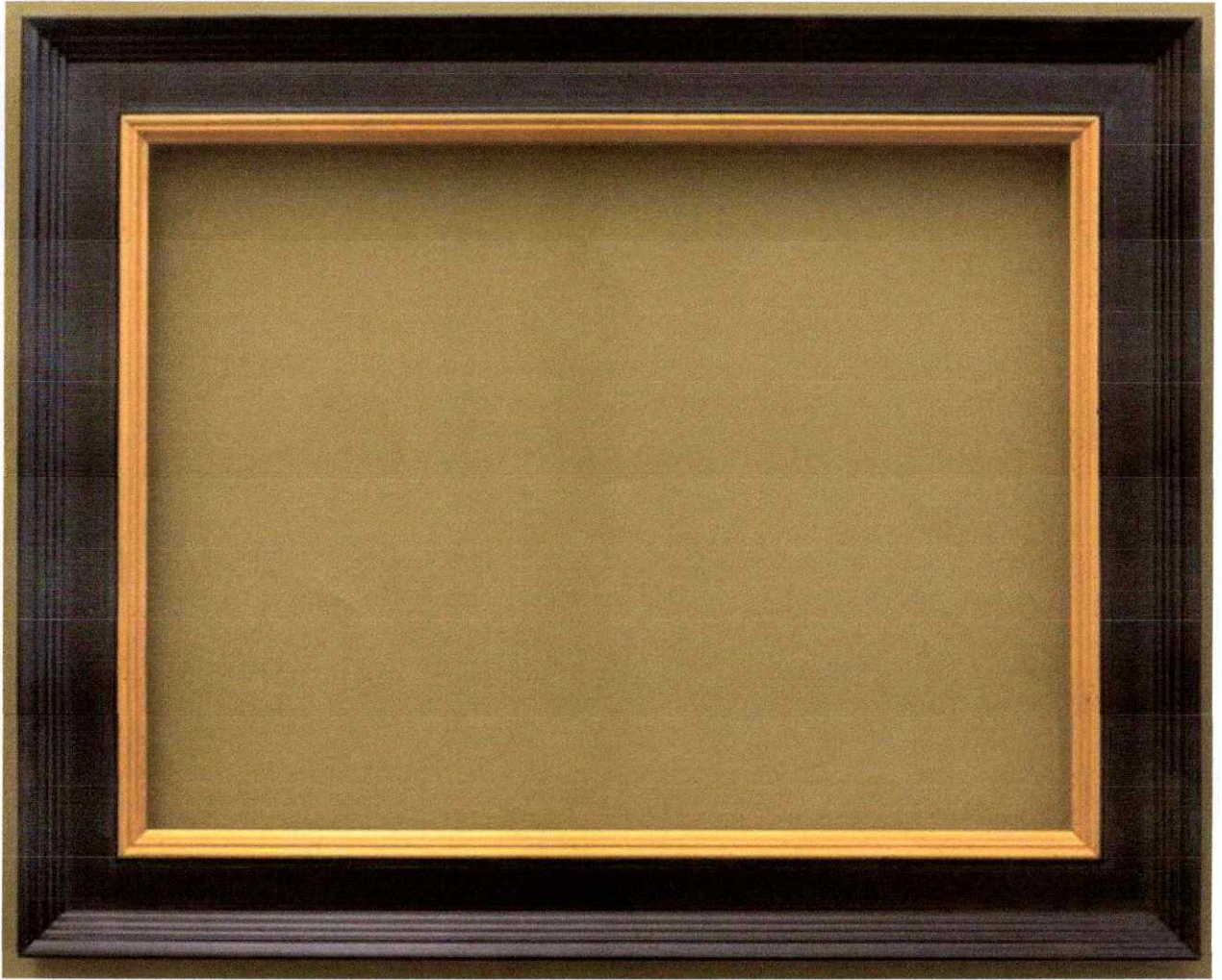
for 27 years of unwavering commitment,  
loyal service and generous contributions  
to the information services of the  
Philippine Information Agency.

On his retirement, PIA expresses  
heartfelt appreciation and gratitude to  
Mr. Untalan for his commendable and  
meritorious devotion to public service.

Given this 3rd day of July 2021  
at the Philippine Information Agency,  
Visayas Avenue, Quezon City.



RAMON L. CUALOPING III  
Director - General



FRAME