

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 & DELIVERY OF PACKED MEALS & SNACKS FOR THE PARTICIPANTS OF THE ISO 9001:2015 QUALITY MANAGEMENT SYSTEM REQUIREMENTS & DOCUMENTATION TRAINING COURSE ON 31 JULY – 03 AUGUST 2023

APPROVED BUDGET FOR THE CONTRACT:

SIXTY-FIVE THOUSAND ONE HUNDRED TWENTY PESOS (Php 65,120.00)

General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of the 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 2023;
 - 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: **31 JULY – 03 AUGUST 2023**
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 / 0917-622-4413 The Quotation may be submitted through e-mail at charmaine.delacruz@pia.gov.ph on or before **25 July 2023 – 9:00 AM**

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 (Php)	TOTAL COST (Php)
	<p>Supply and delivery of packed meals & snacks for the participants of the ISO 9001:2015 Quality Management System Requirements & Documentation Training Course on 31 July – 03 August 2023 3F PIA Bldg., Visayas Ave., Quezon City</p> <p>31 July – 03 August 2023 <u>(4 days)</u> PACKED MEALS</p> <p>-AM Snacks with Drinks -Lunch Two (2) kinds of Viands (either Fish, Pork, Beef, Poultry) Vegetable Dish, Plain Rice, Dessert Drinks -PM Snacks with Drinks</p>	28 pax	_____ x 4 days	
	<p>31 July – 03 August 2023 <u>(4 days)</u> PACKED MEALS</p> <p>-Breakfast Pasta, Sandwich or burger Coffee -AM Snacks with Drinks -Lunch Two (2) kinds of Viands (either Fish, Pork, Beef, Poultry) Vegetable Dish, Plain Rice, Dessert Drinks -PM Snacks with Drinks</p>	5 pax	_____ x 4 days	

DELIVERY PERIOD: **31 JULY – 03 AUGUST 2023**

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 packed meals & snacks for the participants of the ISO 9001:2015 Quality Management System Requirements & Documentation Training Course on 31 July – 03 August 2023 3F PIA Bldg., Visayas Ave., Quezon City</p> <p>31 July – 03 August 2023 (4 days) PACKED MEALS Twenty-Eight (28) pax</p> <p>-AM Snacks with Drinks -Lunch Two (2) kinds of Viands (either Fish, Pork, Beef, Poultry) Vegetable Dish, Plain Rice, Dessert Drinks -PM Snacks with Drinks</p> <p>31 July – 03 August 2023 (4 days) PACKED MEALS Five (5) pax</p> <p>-Breakfast Pasta, Sandwich or burger Coffee -AM Snacks with Drinks -Lunch Two (2) kinds of Viands (either Fish, Pork, Beef, Poultry) Vegetable Dish, Plain Rice, Dessert Drinks -PM Snacks with Drinks</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