

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 VARIOUS OFFICE SUPPLIES AND CONSUMABLES (LOTS I TO IV)**

APPROVED BUDGET FOR THE CONTRACT: PHP 529,539.60

LOT I – VARIOUS OFFICE SUPPLIES - PHP 449,239.60

LOT II – DATA FILE BOX - PHP 65,500.00

LOT III – LABELLING TAPE - PHP 4,000.00

LOT IV – TONER CARTRIDGE - PHP 10,800.00

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 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:
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 mobile number 0985-3050-095. The Quotation may be submitted through e-mail at paul.delossantos@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.

ATTY. ALLAN VINCENT B. LORENZO
BAC-CHAIRPERSON

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY	UNIT COST (Php)	TOTAL COST (Php)
	LOT I – VARIOUS OFFICE SUPPLIES			
	ALCOHOL, Ethyl / gallon	30 gals.		
	SIGN PEN, Black, liquid or gel	150 pcs		
	SIGN PEN, Blue, liquid or gel	300 pcs		
	BATTERY, dry cell, size AA, <i>two (2) pieces per blister pack</i>	150 packs		
	BATTERY, dry cell, size AAA, <i>two (2) pieces per blister pack</i>	150 packs		
	DISINFECTANT SPRAY, <i>Aerosol type (400g)</i>	45 cans		
	FURNITURE CLEANER, Aerosol type <i>(330ml)</i>	30 cans		
	TRASHBAG, black (37" x 40"), XL, <i>10 pieces per roll or pack</i>	10 packs		
	GLUE, all purpose (225g)	15 jars		
	STAPLE WIRE, standard	23 boxes		
	TAPE, masking (24mm)	54 rolls		
	TAPE, masking (48mm)	40 rolls		
	TAPE, packaging (48mm)	39 rolls		
	TAPE, transparent (24mm)	45 rolls		
	TAPE, transparent (48mm)	45 rolls		
	CLIP, blackfold (19mm)	70 boxes		
	CLIP, blackfold (25mm)	74 boxes		
	CLIP, blackfold (32mm)	80 boxes		
	CLIP, blackfold (50mm)	75 boxes		
	CORRECTION TAPE (8 meters)	150 pcs		
	FILE TAB/INDEX DIVIDER, <i>Bristol board, legal</i>	325 sets		
	MARKER, Fluorescent, 3 colors per set	58 sets		
	MARKER, Permanent (black)	8 pcs		
	MARKER, Whiteboard (black)	60 pcs		
	MARKER, Whiteboard (blue)	60 pcs		
	PAPER CLIP, vinyl/plastic coated, <i>jumbo (33mm)</i>	90 boxes		
	PAPER CLIP, vinyl/plastic coated, <i>jumbo (50mm)</i>	90 boxes		
	RUBBER BAND No.18 (350g)	5 boxes		
	STAMP PAD, felt	11 pcs		
	SCISSORS, <i>symmetrical or asymmetrical</i>	12 pcs		
	NOTE PAD, stick on (2" x 3"), <i>100 sheets per pad</i>	80 pads		

	<p>NOTE PAD, stick on (3" x 4"), 100 sheets per pad</p> <p>NOTE PAD, stick on (3" x 3"), 100 sheets per pad</p> <p>NOTEBOOK, stenographer (60 leaves)</p> <p>PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream</p> <p>RECORD BOOK (300 pages)</p> <p>RECORD BOOK (500 pages)</p> <p>TOILET TISSUE PAPER (2 ply), 12 rolls in a pack</p> <p>INSECTICIDE (600ml)</p> <p>BALLPEN (blue)</p> <p>BALLPEN (black)</p> <p>FASTENER, plastic</p> <p>SIGN HERE (Sticker 1")</p> <p>INDICATOR STICKY FLAGS</p> <p>BATTERY DRY CELL, size C (2 pcs per pack)</p> <p>COPY PAPER, Letter size, 80gsm</p> <p>PHOTO PAPER</p> <p>STICKER PAPER, Matte A4, 10 pieces per pack</p> <p>EXTERNAL HARD DRIVE (1TB)</p> <p>FLASH DRIVE (16GB)</p> <p>FLASH DRIVE (32GB)</p> <p style="text-align: right;">ABC: PHP 449,239.60</p>	<p>80 pads</p> <p>100 pads</p> <p>88 pcs</p> <p>353 reams</p> <p>10 books</p> <p>24 books</p> <p>300 packs</p> <p>43 cans</p> <p>305 pcs</p> <p>156 pcs</p> <p>23 boxes</p> <p>80 pads</p> <p>41 pads</p> <p>25 packs</p> <p>27 reams</p> <p>21 packs</p> <p>82 packs</p> <p>5 pcs</p> <p>5 pcs</p> <p>9 pcs</p>		
	<p>LOT II – DATA FILE BOX</p> <p>DATA FILE BOX, with cover, blue, Square-Type</p> <p>DATA FOLDER, Taglia lock on side (blue)</p> <p>DATA FOLDER, Taglia lock on top (blue)</p> <p style="text-align: right;">ABC: PHP 65,500.00</p>	<p>100 pcs</p> <p>90 pcs</p> <p>50 pcs</p>		
	<p>LOT III – LABELLING TAPE</p> <p>TZE 221 Tapes, Brother's label printer tape, laminated 9mm black on white tape (8m)</p> <p style="text-align: right;">ABC: PHP 4,000.00</p>	<p>4 boxes</p>		

	<p>LOT IV – TONER CARTRIDGE</p> <p>TONER CARTRIDGE, HP Q2612A (black)</p> <p style="text-align: center;">ABC: PHP 10,800.00</p> <p><i>NOTE: Supplier must provide Authorized Distributorship or Certification for the Ink</i></p> <p><i>Delivery Period: 30 days</i></p>	2 cartridges		
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DELIVERY PERIOD: 30 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

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
	LOT I – VARIOUS OFFICE SUPPLIES	
	ALCOHOL, Ethyl / gallon	30 gals.
	SIGN PEN, Black, liquid or gel	150 pcs
	SIGN PEN, Blue, liquid or gel	300 pcs
	BATTERY, dry cell, size AA, <i>two (2) pieces per blister pack</i>	150 packs
	BATTERY, dry cell, size AAA, <i>two (2) pieces per blister pack</i>	150 packs
	DISINFECTANT SPRAY, Aerosol type (400g)	45 cans
	FURNITURE CLEANER, Aerosol type (330ml)	30 cans
	TRASHBAG, black (37" x 40"), XL, <i>10 pieces per roll or pack</i>	10 packs
	GLUE, all purpose (225g)	15 jars
	STAPLE WIRE, standard	23 boxes
	TAPE, masking (24mm)	54 rolls
	TAPE, masking (48mm)	40 rolls
	TAPE, packaging (48mm)	39 rolls
	TAPE, transparent (24mm)	45 rolls
	TAPE, transparent (48mm)	45 rolls
	CLIP, blackfold (19mm)	70 boxes
	CLIP, blackfold (25mm)	74 boxes
	CLIP, blackfold (32mm)	80 boxes
	CLIP, blackfold (50mm)	75 boxes
	CORRECTION TAPE (8 meters)	150 pcs
	FILE TAB/INDEX DIVIDER, Bristol board, legal	325 sets
	MARKER, Fluorescent, <i>3 colors per set</i>	58 sets
	MARKER, Permanent (black)	8 pcs
	MARKER, Whiteboard (black)	60 pcs
	MARKER, Whiteboard (blue)	60 pcs
	PAPER CLIP, vinyl/plastic coated, <i>jumbo (33mm)</i>	90 boxes
	PAPER CLIP, vinyl/plastic coated, <i>jumbo (50mm)</i>	90 boxes
	RUBBER BAND No.18 (350g)	5 boxes

STAMP PAD, felt	11 pcs
SCISSORS, <i>symmetrical or asymmetrical</i>	12 pcs
NOTE PAD, stick on (2" x 3"), <i>100 sheets per pad</i>	80 pads
NOTE PAD, stick on (3" x 4"), <i>100 sheets per pad</i>	80 pads
NOTE PAD, stick on (3" x 3"), <i>100 sheets per pad</i>	100 pads
NOTEBOOK, stenographer (60 leaves)	88 pcs
PAPER, MULTICOPY A4, 80gsm, <i>500 sheets per ream</i>	353 reams
RECORD BOOK (300 pages)	10 books
RECORD BOOK (500 pages)	24 books
TOILET TISSUE PAPER (2 ply), <i>12 rolls in a pack</i>	300 packs
INSECTICIDE (600ml)	43 cans
BALLPEN (blue)	305 pcs
BALLPEN (black)	156 pcs
FASTENER, <i>plastic</i>	23 boxes
SIGN HERE (Sticker 1")	80 pads
INDICATOR STICKY FLAGS	41 pads
BATTERY DRY CELL, size C <i>(2 pcs per pack)</i>	25 packs
COPY PAPER, Letter size, 80gsm	27 reams
PHOTO PAPER	21 packs
STICKER PAPER, Matte A4, <i>10 pieces per pack</i>	82 packs
EXTERNAL HARD DRIVE (1TB)	5 pcs
FLASH DRIVE (16GB)	5 pcs
FLASH DRIVE (32GB)	9 pcs
 LOT II – DATA FILE BOX	
DATA FILE BOX, with cover, blue, Square-Type	100 pcs
DATA FOLDER, Taglia lock on side (blue)	90 pcs
DATA FOLDER, Taglia lock on top (blue)	50 pcs
 LOT III – LABELLING TAPE	
TZE 221 Tapes, Brother's label printer tape, laminated 9mm black on white tape (8m)	4 boxes

	<p>LOT IV – TONERCARTRIDGE</p> <p>TONER CARTRIDGE, HP Q2612A 2 cartridges (black)</p> <p><i>NOTE: Supplier must provide Authorized Distributorship or Certification for the Ink</i></p> <p>Delivery Period: 30 days</p>	
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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
Date

Signature Over Printed Name
Of Authorized Representative



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10210342
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title Supply and Delivery of Various Office Supplies and Consumables (Lots 1 to 4)
Area of Delivery Metro Manila

Solicitation Number:	23-10-085	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	12/10/2023
Approved Budget for the Contract:	PHP 529,539.60	Last Updated / Time	11/10/2023 09:49 AM
Delivery Period:		Closing Date / Time	20/10/2023 17:00 PM
Client Agency:			
Contact Person:	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

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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ATTY. ALLAN VINCENT B. LORENZO
BAC-CHAIRPERSON
ANNEX A
SUPPLIER'S QUOTATION

ITEM NO.

DESCRIPTION QTY UNIT COST (Php) TOTAL COST (Php)

LOT I - VARIOUS OFFICE SUPPLIES

ALCOHOL, Ethyl / gallon 30 gals

SIGN PEN, Black, liquid or gel 150pcs

SIGN PEN, Blue, liquid or gel 300pcs

BATTERY, dry cell, size AA, two (2) pieces per blister pack 150packs

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FURNITURE CLEANER, Aerosol type (330ml) 30cans

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GLUE, all purpose (225g) 15jars

STAPLE WIRE, standard 23boxes

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TAPE, masking (48mm) 40rolls

TAPE, packaging (48mm) 39rolls

TAPE, transparent (24mm) 45rolls

TAPE, transparent (48mm) 45rolls

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CLIP, blackfold (25mm) 74boxes

CLIP, blackfold (32mm) 80boxes

CLIP, blackfold (50mm) 75boxes

CORRECTION TAPE (8 meters) 150pcs

FILE TAB/INDEX DIVIDER, Bristol board, legal 325sets
MARKER, Fluorescent, 3 colors per set 58sets
MARKER, Permanent (black) 8pcs
MARKER, Whiteboard (black) 60pcs
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PAPER CLIP, vinyl/plastic coated, jumbo (33mm) 90boxes
PAPER CLIP, vinyl/plastic coated, jumbo (50mm) 90boxes
RUBBER BAND No.18 (350g) 5boxes
STAMP PAD, felt 11pcs
SCISSORS, symmetrical or asymmetrical 12pcs
NOTE PAD, stick on (2" x 3"), 100 sheets per pad 80pads
NOTE PAD, stick on (3" x 4"), 100 sheets per pad 80pads
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PAPER, MULTICOPY A4, 80gsm, 500 sheets per ream 353reams
RECORD BOOK (300 pages) 10books
RECORD BOOK (500 pages) 24books
TOILET TISSUE PAPER (2 ply), 12 rolls in a pack 300packs
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BALLPEN (blue) 305pcs
BALLPEN (black) 156pcs
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SIGN HERE (Sticker 1") 80pads
INDICATOR STICKY FLAGS 41pads
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PHOTO PAPER 21packs
STICKER PAPER, Matte A4, 10 pieces per pack 82packs
EXTERNAL HARD DRIVE (1TB) 5pcs
FLASH DRIVE (16GB) 5pcs
FLASH DRIVE (32GB) 9pcs

ABC: PHP 449,239.60

LOT II – DATA FILE BOX
DATA FILE BOX, with cover, blue, Square-Type 100pcs
DATA FOLDER, Taglia lock on side (blue) 90pcs
DATA FOLDER, Taglia lock on top (blue) 50pcs

ABC: PHP 65,500.00

LOT III – LABELLING TAPE

TZE 221 Tapes, Brother’s label printer tape, laminated 9mm black on white tape (8m) 4boxes

ABC: PHP 4,000.00

LOT IV – TONER CARTRIDGE

TONER CARTRIDGE, HP Q2612A (black) 2 cartridges

ABC: PHP 10,800.00

NOTE: Supplier must provide Authorized Distributorship or Certification for the Ink

Delivery Period: 30 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.

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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

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TRASHBAG, black (37” x 40”), XL,
10 pieces per roll or pack 10 packs

GLUE, all purpose (225g) 15 jars

STAPLE WIRE, standard 23 boxes

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TAPE, masking (48mm) 40 rolls

TAPE, packaging (48mm) 39 rolls

TAPE, transparent (24mm) 45 rolls
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Bristol board, legal 325 sets

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MARKER, Permanent (black) 8 pcs
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EXTERNAL HARD DRIVE (1TB) 5 pcs
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FLASH DRIVE (32GB) 9pcs

LOT II - DATA FILE BOX

DATA FILE BOX, with cover, blue, Square-Type
DATA FOLDER, Taglia lock on side (blue)
DATA FOLDER, Taglia lock on top (blue)

LOT III - LABELLING TAPE

TZE 221 Tapes, Brother's label printer tape, laminated 9mm black on white tape (8m)

LOT IV - TONERCARTRIDGE

TONER CARTRIDGE, HP Q2612A (black)

NOTE: Supplier must provide Authorized Distributorship or Certification for the Ink

Delivery Period: 30 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	Various Office Supplies	Office Supplies and Consumables	1	Lot	449,239.60
2	Data File Box	Data File Box and Folders	1	Lot	65,500.00
3	Labelling Tape	TZE 221 Tapes	1	Lot	4,000.00
4	Toner Cartridge	Toner Cartridge	1	Lot	10,800.00

Created by Ronelio N Hernandez

Date Created 10/10/2023

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.