

**PHILIPPINE INFORMATION AGENCY**  
**PIA-CAR Building, DPS Compound, Baguio City**  
**Telefax: 620-4527**

**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 PIA – CAR RO HEAVY DUTY FLOOR POLISHER**

APPROVED BUDGET FOR THE CONTRACT: **P55,000.00**

**General Conditions:**

1. Bidding will be conducted through (Alternative Methods of Procurement) under Section 52.1(b) 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 \_\_\_\_\_;
  - 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 \_\_\_\_\_ days.
3. DELIVERY PERIOD: within \_\_\_\_\_ 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 (Jonalyn Ponciano) at telephone number 620-4527. The Quotation may be submitted through e-mail at [jonalyn.ponciano@pia.gov.ph](mailto:jonalyn.ponciano@pia.gov.ph) or delivered to the address below:

*PIA-CAR Building, DPS Compound  
Baguio City, 2600*

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.

  
**MARCELO B. LIYGAWON**  
**BAC CHAIRMAN**

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
1	<b>HEAVY DUTY FLOOR POLISHER</b> - 16 inches - Net weight: 30kgs - Underside size: 40.6cm with bumper - Handle Size: 1m Adjustable stainless tube - Cord Motor: 13.5m Royal Cord, ¼ HP 220 volts 60 cycles - Brush speed: 175 Revolutions per minute - Consumption: 0.559 kw / 559 Watts	1 Unit		
2	<b>16" STRIPPING FLOOR PAD REFILL</b>	5 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	<b>HEAVY DUTY FLOOR POLISHER</b> - 16 inches - Net weight: 30kgs - Underside size: 40.6cm with bumper - Handle Size: 1m Adjustable stainless tube - Cord Motor: 13.5m Royal Cord, ¾ HP 220 volts 60 cycles - Brush speed: 175 Revolutions per minute - Consumption: 0.559 kw / 559 Watts	
2	<b>16” STRIPPING FLOOR PAD REFILL</b>	

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

## PURCHASE REQUEST

Entity Name: PIA - CAR

Fund Cluster: **GENERAL FUND**

Office/Section : _____		PR No.: _____		Date: 5 April 2024	
_____		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Unit	<b>HEAVY DUTY FLOOR POLISHER</b> - 16 inches - Net weight: 30kgs - Underside size: 40.6cm with bumper - Handle Size: 1m Adjustable stainless tube - Cord Motor: 13.5m Royal Cord, ¾ HP 220 volts 60 cycles - Brush speed: 175 Revolutions per minute - Consumption: 0.559 kw / 559 Watts	1	49,000.00	49,000.00
2	pcs	<b>16" Stripping Floor Pad Refill</b>	5	1,199.00	5,995.00
					54,995.00
Purpose: <p style="text-align: center;">For the maintenance and cleanliness of PIA-CAR Regional Office building</p>					
Signature : _____ Printed Name : <b>ENRICO DEMOT</b> Designation : <b>ADA VI</b>		Requested by: _____		Approved by: _____ <b>HELEN R. TIBALDO</b> Regional Head	