

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 PIA ID LANYARDS**

APPROVED BUDGET FOR THE CONTRACT: **Php 30,000.00**

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:
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 Teddy Leinne E. Santos at Telephone Number 8920-43-38 and Mobile Number 0938-945-6834. The Quotation may be submitted through e-mail at teddy.santos@pia.gov.ph or delivered to the address below:

Philippine Information Agency
2nd Floor Procurement Section Office
PIA Bldg Visayas Ave Diliman Quezon City

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>SUPPLY AND DELIVERY OF PIA ID LANYARDS</p> <p>Size: 15" X .75"</p> <p>See attached design.</p>  <p>PIA LANYARD DESIGN</p> <p>JOSE A. TORRES JR. Director General Philippine Information Agency</p>	400 pcs		

DELIVERY PERIOD: _____

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

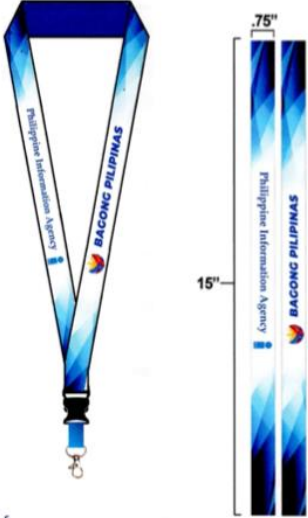
Business Name and Address

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>SUPPLY AND DELIVERY OF PIA ID LANYARDS (400pcs)</p> <p>Size: 15” X .75”</p> <p>See attached design.</p>  <p>PIA LANYARD DESIGN</p> <p><i>JOSE A. TORRES JR.</i> Director General Philippine Information Agency</p>	

I hereby certify that the statement of compliance to the foregoing 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 10818185
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title Supply and Delivery of PIA Lanyards
Area of Delivery Metro Manila

Solicitation Number: 24-04-014	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods	Bid Supplements	0
Category: Corporate Giveaways		
Approved Budget for the Contract: PHP 30,000.00	Document Request List	0
Delivery Period:		
Client Agency:	Date Published	06/05/2024
Contact Person: Teddy Leinne Escuaadro Santos Procurement Staff Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 teddy.santos@pia.gov.ph	Last Updated / Time	03/05/2024 14:19 PM
	Closing Date / Time	09/05/2024 17:00 PM

Description

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

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3. DELIVERY PERIOD:

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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)

SUPPLY AND DELIVERY OF PIA ID LANYARDS

Size: 15" X .75"

400 pcs

DELIVERY PERIOD: _____

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

SUPPLY AND DELIVERY OF PIA ID LANYARDS (400pcs)

Size: 15" X .75"

I hereby certify that the statement of compliance to the foregoing 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	PIA ID Lanyards	PIA ID Lanyards	400	Piece	30,000.00

Created by Ronelio N Hernandez

Date Created 03/05/2024

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.



Presidential Communications Office
Philippine Information Agency
Ahensiyang Pang-impormasyon ng Pilipinas




26 April 2024

CERTIFICATE OF AVAILABILITY OF FUNDS

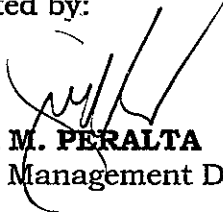
This is to certify that the amount of **THIRTY THOUSAND PESOS (PHP30,000.00)** is available out of the PIA MOOE Allotment (FY2024 GAA) for procurement of new ID lanyards for all Agency personnel as per PR No. 24-04-014, dated 23 April 2024.

This certification is for earmarking purposes only and will be considered null and void if not requested for obligation until June 30, 2024.


BENJAMIN C. SY JR
Chief, Budget Section

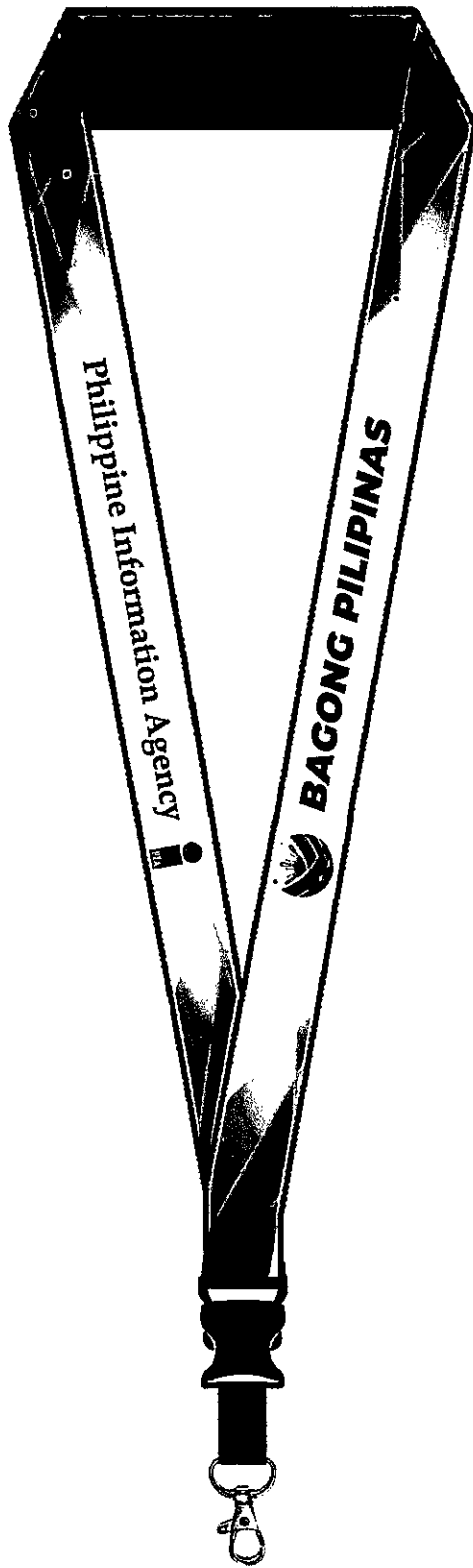

ADELE RACHEL M. AQUINO
Chief, Accounting Section

Noted by:


LOVELIZA M. PERALTA
Head, Finance and Management Division

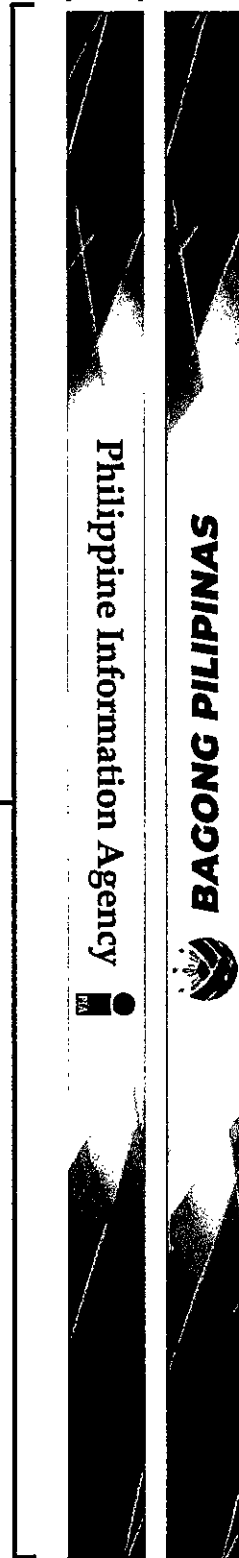
Ref No. 2024-04-023

Object of Expenditure SUPPLIES & MATERIALS



15"

.75"



dc!
fat

JOSE A. TORRES JR.
Director-General
Philippine Information Agency

PIA LANYARD DESIGN

(1)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: HUMAN RESOURCE DEVELOPMENT DIVISION

Charged to GAA

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Conduct of Cultural and Sports Activities																
	Conduct of Central and Regional cultural and sports activities	458	687,000.00	Not Applicable						X						
	458 personnel x 1,500.00															
Training on Leave Admin Course for Effectiveness (LACE)																
	Training on Leave Administration Course for Effectiveness (LACE)	40	160,000.00	NP-53.5 Agency-to-Agency					X							
	Payment of Training Fee to CSC															
Career Executive Service Board (CESB) Training for PIA Officials																
	Career Executive Service Board (CESB) Training for PIA Officials (Tier 2)	1	800,000.00	NP-53.5 Agency-to-Agency						X						
Conduct of Webinar/Training on Stress Management in the Workplace																
	Conduct of Semestral Webinar/Training on Stress Management in the Workplace	2	14,000.00	NP-53.9 - Small Value Procurement						X					X	
	Payment for meals and honorarium of resource speakers															
Equipping PIA Personnel in Producing Effective Multimedia IECS Thru Technical Trainings																
	Conduct of Training on Equipping PIA Personnel in Producing Effective Multimedia IECS (Tier 2)	2	1,400,000.00	NP-53.9 - Small Value Procurement						X					X	
Online Information Conference																
	Online Information Conference	1	5,000.00	NP-53.9 - Small Value Procurement										X		
	Procurement of tickets/prices for participants															

Pre-retirement Orientation										
Frames for Certificates for training RPs	4	1,400.00	NP-53.9 - Small Value Procurement							
Purchase of tokens for training resource speakers from GISIS, Pagibig, Philhealth	3	6,000.00	NP-53.9 - Small Value Procurement							X
Honoraria for speaker on livelihood training	1	5,000.00	NP-53.9 - Small Value Procurement							

Values Orientation Seminar/Training (SG 11 and below)										
Frames for Certificates for training RPs	1	350.00	NP-53.9 - Small Value Procurement							
Payment for representation-honoraria of resource speaker	1	16,574.35	NP-53.9 - Small Value Procurement			X				

Issuance of Identification Cards										
ID Printing, Matixa Technologies EDIsecure XID Color Ribbon, DIC 10509	1	27,500.00	NP-53.9 - Small Value Procurement				X			
ID Printing, Matixa Technologies EDIsecure XID Retransfer Film, DIC 10539	1	7,900.00	NP-53.9 - Small Value Procurement				X			
ID Printing, Matixa Technologies EDIsecure XID Clear Overlay Lamination Film, DIC 10207	1	10,000.00	NP-53.9 - Small Value Procurement				X			
ID Printing, Matixa Technologies Contactless Smart Cards (CR 80 2.125x3.37 Inch)	200	8,000.00	NP-53.9 - Small Value Procurement				X			
ID Printing, Matixa Technologies PVC Cards (CR 80 x .76mm, 2.125x3.37 Inch)	200	1,400.00	NP-53.9 - Small Value Procurement				X			
ID Case (transparent Dual pockets)	200	2,800.00	NP-53.9 - Small Value Procurement				X			
ID lanyard	400	30,000.00	NP-53.9 - Small Value Procurement				X			

Processing of tokens for Retirees and Loyalty Awardees of the Agency										
Purchase of the following for Agency potential retirees: Plaque-2,000.00 Watch-8,000.00	40	400,000.00	NP-53.9 - Small Value Procurement			X	X	X	X	X
Frame for Caricature	40	14,000.00	NP-53.9 - Small Value Procurement			X	X	X	X	X

Production of PIA Employee Manual										
PIA Employee Manual Printing	30	30,000.00	NP-53.9 - Small Value Procurement					X		

1,000 per copy x 30 copies										
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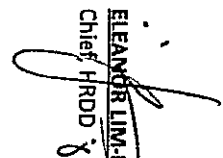
Provision of Annual Physical Exam for Central and Regional Office personnel												
4,000.00 x 458 personnel	458	1,832,000.00	NP-53.9 - Small Value Procurement				X	X	X			
Budget for regions to be downloaded for separate procurement.												
Provision of medical consultation												
Provision of emergency medicines for the Agency Clinic	4	20,000.00	NP-53.9 - Small Value Procurement				X		X			X
Medicines: 5,000/quarter = P20,000 annually												
Procurement of HRDD Equipment and Supplies												
Bundy Clock Ribbon	3	2,400.00	NP-53.9 - Small Value Procurement				X					
Conduct of Online Supervisory Training for SG 18 and 15 (For inclusion in QMS Tier 2)												
Payment for Representation Expenses	1	92,422.46	NP-53.9 - Small Value Procurement						X			
-Honarium for resource speaker												
Online Module Development for Communication Planning (For inclusion in QMS Tier 2)												
Payment for Representation Expenses	1	92,422.46	NP-53.9 - Small Value Procurement						X			
-Honaria for resource speaker												
Attendance to Onsite Annual CSC Public Sector Human Resource Symposium (For inclusion in QMS Tier 2)												
Payment for registration fee	4	40,000.00	NP-53.5 Agency-to-Agency							X		
Disaster Preparedness Training Course (For inclusion in QMS Tier 2)												
Payment for Representation Expenses	1	35,057.44	NP-53.9 - Small Value Procurement									
-Honarium for resource speaker												
Basic Incident Command System: LEVEL 1 (For inclusion in QMS Tier 2)												
Payment for Representation Expenses	1	92,422.46	NP-53.9 - Small Value Procurement									
-Honarium for resource speaker												
Meals for resource speakers	3	4,500.00	NP-53.9 - Small Value Procurement									
1,500.00 x 3												
Conduct of Training Course on Monitoring and Evaluation (For inclusion in QMS Tier 2)												
Payment for Representation Expenses	1	92,422.46	NP-53.9 - Small Value Procurement									
-Honarium for resource speaker												
Meals for resource speakers	3	4,500.00	NP-53.9 - Small Value Procurement									
1,500.00 x 3												

Attendance to GACPA training (For inclusion in QMS Tier 2)												
Payment for registration fee	1	51,400.00	NP-53.9 - Small Value Procurement									
Attendance to AGAP / COA training (For inclusion in QMS Tier 2)												
Payment for registration fee	1	51,400.00	NP-53.9 - Small Value Procurement									
Property management and disposal training (For inclusion in QMS Tier 2)												
Payment for registration fee	1	50,000.00	NP-53.9 - Small Value Procurement									
DOLE/OSHC training for Building and facility Maintenance (For inclusion in QMS Tier 2)												
Payment for registration fee	1	24,000.00	NP-53.9 - Small Value Procurement									
Office Productivity and Computer Literacy Training (For inclusion in QMS Tier 2)												
Meals for participants	1	18,400.00	NP-53.9 - Small Value Procurement									

TOTAL BUDGET: 6,130,271.63

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PMP


Prepared by:


ELEANOR LIM-MARTIN
 Chief, HRDD

Certified Funds Available:


BENJAMIN SY JR.
 Chief, Budget Section

Approved by:


JOSE A. TORRES JR.
 Director-General