

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 PIA CENTRAL OFFICE PURIFIED DRINKING WATER (MARCH-DECEMBER 2025)**

APPROVED BUDGET FOR THE CONTRACT: **PHP 154,000.00**

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: **WEEKLY**
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 8920-4338 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 on or before 5:00 P.M. of 12 February 2025 (Wednesday).

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)
1	<p>SUPPLY AND DELIVERY OF PIA CENTRAL OFFICE PURIFIED DRINKING WATER (MARCH-DECEMBER 2025)</p> <p>SPECIFICATION AND REQUIREMENTS</p> <p>a) Supply twenty (20) units of water dispensers capable of dispensing both hot and cold water;</p> <p>b) 5-Gallon containers;</p> <p>c) The purification process of the drinking water should be at least sixteen (16) stages of reverse osmosis system;</p> <p>d) Provide sample of the purified water in 500ml bottle;</p> <p>e) Valid Sanitary Permit;</p> <p>f) Result of Monthly Water Analysis (Physical/ Chemical/ Bacteriological Analysis); and</p> <p>g) Valid Certification of Health Related Device Registration issued by FDA and DOH.</p> <p>CONDITIONS:</p> <p>a) Supply and delivery of Four Thousand Four Hundred (4,400) containers of purified drinking water for the period of March 2025 to December 2025 to PIA Central Office located on Visayas Avenue, Diliman;</p> <p>b) Provide the free use of (20) units of hot and cold water dispensers;</p> <p>c) During special events or occasions, provide an additional unit of water dispenser free of charge upon the request of PIA;</p> <p>d) Conduct monthly cleaning of the water dispensers at no expense to PIA;</p> <p>e) In the event of a defect requiring the pull-out of a dispenser, the supplier shall provide the necessary service at no additional cost;</p>	4,400		

	<p>f) Furnish PIA with quarterly regular laboratory analysis (Physical/ Chemical Analysis and Bacteriological Analysis);</p> <p>g) Deliver at least 100 containers of purified drinking water weekly. The Agency reserves the right to increase or decrease the quantity of purified drinking water requirements as needed;</p> <p>h) In the event that the requirement exceeds the quantity stipulated in the contract, the supplier shall provide the additional order at the same price; and</p> <p>i) Monthly payments shall be made following the acceptance of the delivery and billing invoice for purified drinking water by PIA, subject to applicable government taxes.</p> <p>VIOLATION/ TERMINATION:</p> <p>The Philippine Information Agency reserves the right to terminate the Contract/ Purchase Order entered into by PIA and the Supplier for any violation of the Terms of Reference, including the accumulation of three (3) consecutive months of 'Unsatisfactory' ratings from PIA, following the service of a 10-day written notice to the Supplier, without any liability accruing to PIA.</p> <p style="text-align: center;">"Nothing Follows"</p>			
	TOTAL			

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
	<p>SUPPLY AND DELIVERY OF PIA CENTRAL OFFICE PURIFIED DRINKING WATER (MARCH-DECEMBER 2025)</p> <p>SPECIFICATION AND REQUIREMENTS</p> <p>a) Supply twenty (20) units of water dispensers capable of dispensing both hot and cold water;</p> <p>b) 5-Gallon containers;</p> <p>c) The purification process of the drinking water should be at least sixteen (16) stages of reverse osmosis system;</p> <p>d) Provide sample of the purified water in 500ml bottle;</p> <p>e) Valid Sanitary Permit;</p> <p>f) Result of Monthly Water Analysis (Physical/ Chemical/ Bacteriological Analysis); and</p> <p>g) Valid Certification of Health Related Device Registration issued by FDA and DOH.</p> <p>CONDITIONS:</p> <p>a) Supply and delivery of Four Thousand Four Hundred (4,400) containers of purified drinking water for the period of March 2025 to December 2025 to PIA Central Office located on Visayas Avenue, Diliman;</p> <p>b) Provide the free use of (20) units of hot and cold water dispensers;</p> <p>c) During special events or occasions, provide an additional unit of water dispenser free of charge upon the request of PIA;</p> <p>d) Conduct monthly cleaning of the water dispensers at no expense to PIA;</p> <p>e) In the event of a defect requiring the pull-out of a dispenser, the supplier shall provide the necessary service at no additional cost;</p> <p>f) Furnish PIA with quarterly regular laboratory analysis (Physical/ Chemical Analysis and Bacteriological Analysis);</p>	

	<p>g) Deliver at least 100 containers of purified drinking water weekly. The Agency reserves the right to increase or decrease the quantity of purified drinking water requirements as needed;</p> <p>h) In the event that the requirement exceeds the quantity stipulated in the contract, the supplier shall provide the additional order at the same price; and</p> <p>i) Monthly payments shall be made following the acceptance of the delivery and billing invoice for purified drinking water by PIA, subject to applicable government taxes.</p> <p>VIOLATION/ TERMINATION:</p> <p>The Philippine Information Agency reserves the right to terminate the Contract/ Purchase Order entered into by PIA and the Supplier for any violation of the Terms of Reference, including the accumulation of three (3) consecutive months of 'Unsatisfactory' ratings from PIA, following the service of a 10-day written notice to the Supplier, without any liability accruing to PIA.</p> <p style="text-align: center;">"Nothing Follows"</p>	
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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