

**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: **KAPIHAN SA BAGONG PILIPINAS RENTAL OF COMMUNICATION EQUIPMENT / ACCESSORIES**

APPROVED BUDGET FOR THE CONTRACT: **P40,000.00**

**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. LINGAWON**  
**BAC CHAIRMAN**

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
1	<b>RENTAL OF THE FOLLOWING:</b> - Audio Mixer  - 2 Video Lights  - 4 Microphones with Cable  - Speaker  <b>•March 2025 4 episodes</b>	1 unit  2 units  4 sets  1 set		

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>RENTAL OF THE FOLLOWING:</b> - Audio Mixer  - 2 Video Lights  - 4 Microphones with Cable  - Speaker  <b>•March 2025 4 episodes</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:** PHILIPPINE INFORMATION AGENCY

Fund Cluster: \_\_\_\_\_

[illegible]

**Purpose:**

Rental for the additional equipment and to ensure high quality of livestreaming of Kapihan sa Bagong Pilipinas conducted every Tuesdays.

REQUESTED BY:		APPROVED BY:	
Signature:		Signature:	
Printed Name:	MANUELITO SORTEJAS	Printed Name:	JULIET D. PILOTIN
Designation:	AVAT II	Designation:	OFFICER-IN-CHARGE

### CHECKLIST OF SUPPORTING DOCUMENTS

- ☐ Annual Procurement Plan (APP) / Supplemental Project procurement Management Plan (SPPMP)  
☐ Terms of Reference / Scope of Work  
☐ Market Study / Cost Benefit Analysis  
☐ If REPAIR, Pre-Repair Inspection  
☐ If Agency to Agency, or Lease of Venue (Private), Approved Justification Letter  
☐ If Project Funded, copy of Memorandum of Agreement  
☐ If charged to Petty Cash, Approved Certificate of Emergency Purchase  
☐ Special Order / Authority to Conduct Activity / Notice of Meeting  
☐ Others: \_\_\_\_\_

## REMARKS





## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11849436  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY - CAR  
**Title** PIA-CAR RENTAL OF COMMUNICATION EQUIPMENT / ACCESSORIES  
**Area of Delivery** Benguet

<b>Solicitation Number:</b>	PIACAR032025	<b>Status</b>	<b>In-Preparation</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Communication Equipment	<b>Date Published</b>	07/03/2025
<b>Approved Budget for the Contract:</b>	PHP 40,000.00	<b>Last Updated / Time</b>	06/03/2025 12:18 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	10/03/2025 15:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jonalyn Danga Ponciano Administrative Assistant II DPS Barangay Baguio City Benguet Philippines 2600 63-074-6204527 Ext.123 63-074-6204527 jonalyn.ponciano@pia.gov.ph		
<b>Description</b>  ABC: Php 40,000.00  RENTAL OF THE FOLLOWING: - Audio Mixer  - 2 Video Lights  - 4 Microphones with Cable  - Speaker  •March 2025 4 KSBP episodes			

**Created by** Jonalyn Danga Ponciano  
**Date Created** 06/03/2025

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