



Presidential Communications Office

**Philippine Information Agency**

*Ahensiyang Pang-impormasyon ng Pilipinas*



RFQ No. 25-03-023

## REQUEST FOR QUOTATION

Procurement Project Title:	<b>Supply and Delivery of Various Supplies and Materials for the Repair and Maintenance of HRDD, ROD, Studio C and Malolos Project</b>		
Approved Budget for the Contract (ABC):	Php 650,000.00	Purchase Request No.:	25-03-023
End-User:	ADMIN	Delivery Period:	45 Days upon receipt of PO
Source of Funds:	GAA	Deadline for Submission of bids:	24 March 2025 @ 8:00 A.M

Date: 20 March 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section – Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

**Paul John H. Delos Santos**  
**Administrative Assistant III**  
**2<sup>nd</sup> Flr. PIA Bldg., Visayas Avenue, Diliman, Quezon City**  
**Email: [paul.delossantos@pia.gov.ph](mailto:paul.delossantos@pia.gov.ph)**  
**Tel. Nos. 8920-4338 / 0985-305-0095**

1. Suppliers are required to submit the following prior to notification of award:
  - a. Valid & current Mayor's/Business permit for 2025;
  - 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 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

**ATTY. ALLAN VINCENT B. LORENZO**  
*BAC- Chairperson*

**TERMS AND CONDITIONS:**

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The 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.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

## SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
	<b><i>For HRDD, ROD and STUDIO C</i></b>			
quart	Latex Color Lampblack	14		
quart	Latex color Raw Sienna	30		
pail	Flat latex White Paint Premium	17		
pail	Semi-gloss Latex white paint	21		
pail	Flatwall Enamel White Premium	3		
piece	Baby roller 4" Cotton	8		
piece	Roller 7" Cotton	8		
gallon	Paint thinner	3		
sack	Boral Powder	1		
sack	Patching compound / sack	1		
gallon	Premium Acrylic Emulsion	6		
piece	Sand Paper waterproof 100#	60		
piece	Paint Brush 1"	6		
piece	Paint Brush 2"	3		
piece	Paint Brush 3"	3		
piece	Paint Brush 4"	3		
piece	Marine Plywood 1/4" x 4" x 8"	50		
piece	S4S K.D Tanguile good lumber 2"x4"x12"	35		
unit	Evaporative Air Cooler  40 Liters water tank capacity or better 350 Watts power for 55-60 sqm. Area Heavy duty 3-speed powerful airflow 7,000 cu.m/hr or better Floor standing with caster wheels, With remote controller has alarm function once water is low and auto shut-off water pump 1 Year Warranty on Service & 6 months on Parts	4		
	<b><i>For Malolos Project</i></b>			
piece	Concrete Post (4x4"x 8')	170		
roll	Barb wire (100 meters/roll)	30		
box	Welding rod (2.5 kg/box)	10		
roll	Tie wire #16 (25 kilos per roll)	1		
piece	Chalk stone	15		
piece	Cutting disc 4"	35		
bag	Cement	60		
cu.m	Sand	3		
cu.m	Gravel	3		
piece	10' corrugated roof gauge	60		
piece	2"x 2" x8' rough	30		
piece	2"x4" x 8' rough	30		
piece	3/4" Marine Plywood	20		

piece	4.5mm Hardieflex	20		
kilo	Common Wire Nail 2"	10		
kilo	Common Wire Nail 3"	10		
kilo	Common Wire Nail 4"	10		
kilo	Hardinail	2		
box	#12 THWN-2 stranded wire gauge	1		
box	#14 THWN-2 stranded wire gauge	1		
piece	Electrical tape	15		
	<b>Approved Budget for the Contract (ABC):</b> <b><u>650,000.00</u></b>	<b>GRAND TOTAL</b> Amount in Words: _____ _____ In Figures: Php _____		

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.

<i>Company Name:</i>	
<i>Company Address:</i>	
<i>Submitted by:</i> <i>(Authorized Representative)</i>	_____ <i>Signature Over Printed Name</i>
<i>Designation</i>	
<i>Telephone No / Mobile No</i>	
<i>Email Address:</i>	
<i>Date Submitted:</i>	

**TECHNICAL SPECIFICATIONS**

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

<b>PROJECT TITLE: Procurement of Supply and Delivery of Various Materials</b>				
<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>REMARKS</b> <i>(Brand Name/ Model, etc.)</i>	<b>STATEMENT OF COMPLIANCE</b>
		<b><i>For HRDD, ROD and STUDIO C</i></b>		
14	quart	Latex Color Lampblack		
30	quart	Latex color Raw Sienna		
17	pail	Flat latex White Paint Premium		
21	pail	Semi-gloss Latex white paint		
3	pail	Flatwall Enamel White Premium		
8	piece	Baby roller 4" Cotton		
8	piece	Roller 7" Cotton		
3	gallon	Paint thinner		
1	sack	Boral Powder		
1	sack	Patching compound / sack		
6	gallon	Premium Acrylic Emulsion		
60	piece	Sand Paper waterproof 100#		
6	piece	Paint Brush 1"		
3	piece	Paint Brush 2"		
3	piece	Paint Brush 3"		
3	piece	Paint Brush 4"		
50	piece	Marine Plywood 1/4" x 4" x 8"		
35	piece	S4S K.D Tanguile good lumber 2"x4"x12"		
4	unit	Evaporative Air Cooler  40 Liters water tank capacity or better 350 Watts power for 55-60 sqm. Area Heavy duty 3-speed powerful airflow 7,000 cu.m/hr or better Floor standing with caster wheels, With remote controller  has alarm function once water is low and auto shut-off water pump 1 Year Warranty on Service & 6 months on Parts		
		<b><i>For Malolos Project</i></b>		
170	piece	Concrete Post (4x4"x 8')		
30	roll	Barb wire (100 meters/roll)		
10	box	Welding rod (2.5 kg/box)		
1	roll	Tie wire #16 (25 kilos per roll)		
15	piece	Chalk stone		
35	piece	Cutting disc 4"		

60	bag	Cement		
3	cu.m	Sand		
3	cu.m	Gravel		
60	piece	10' corrugated roof gauge		
30	piece	2"x 2" x8' rough		
30	piece	2"x4" x 8' rough		
20	piece	3/4" Marine Plywood		
20	piece	4.5mm Hardieflex		
10	kilo	Common Wire Nail 2"		
10	kilo	Common Wire Nail 3"		
10	kilo	Common Wire Nail 4"		
2	kilo	Hardinail		
1	box	#12 THWN-2 stranded wire gauge		
1	box	#14 THWN-2 stranded wire gauge		
15	piece	Electrical tape		
		<i>Items 20-40 of the supplies are intended for Malolos Project and shall be delivered to the following address within <b>FORTY-FIVE (45) calendar days</b> upon receipt of Purchase Order</i>		
		<b><u>Philippine Information Agency, Malolos, Bulacan</u></b>		
<b>DELIVERY PERIOD: 45 Calendar Days upon receipt of PO</b>				
<b>PRICE VALIDITY: Sixty (60) Calendar Days</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 render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	_____ Signature Over Printed Name
Date:	



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11898974  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** Supply and Delivery of Various Supplies and Materials for the Repair and Maintenance of HRDD, ROD, Studio C and Malolos Project  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	25-03-023	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Construction Materials and Supplies		
<b>Approved Budget for the Contract:</b>	PHP 650,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>			
<b>Client Agency:</b>		<b>Date Published</b>	20/03/2025
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	19/03/2025 11:13 AM
		<b>Closing Date / Time</b>	24/03/2025 08:00 AM

#### Description

RFQ No. 25-03-023

REQUEST FOR QUOTATION

Procurement Project Title: Supply and Delivery of Various Supplies and Materials for the Repair and Maintenance of HRDD, ROD, Studio C and Malolos Project

Approved Budget for the Contract (ABC): Php 650,000.00

Purchase Request No.: 25-03-023

End-User: ADMIN

Delivery Period: 45 Days upon receipt of PO

Source of Funds: GAA

Deadline for Submission of bids: 24 March 2025 @ 8:00 A.M

Date: 20 March 2025

The Philippine Information Agency (PIA), through its Procurement Section – Administrative Division, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Section 53.9 (Negotiated

Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

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ATTY. ALLAN VINCENT B. LORENZO  
BAC- Chairperson

ANNEX "A"

TERMS AND CONDITIONS:

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2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
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SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT DESCRIPTION QTY UNIT COST TOTAL AMOUNT



For HRDD, ROD and STUDIO C

quart Latex Color Lampblack 14  
quart Latex color Raw Sienna 30  
pail Flat latex White Paint Premium 17  
pail Semi-gloss Latex white paint 21  
pail Flatwall Enamel White Premium 3  
piece Baby roller 4" Cotton 8  
piece Roller 7" Cotton 8  
gallon Paint thinner 3  
sack Borai Powder 1  
sack Patching compound / sack 1  
gallon Premium Acrylic Emulsion 6  
piece Sand Paper waterproof 100# 60  
piece Paint Brush 1" 6  
piece Paint Brush 2" 3  
piece Paint Brush 3" 3  
piece Paint Brush 4" 3  
piece Marine Plywood 1/4" x 4" x 8" 50  
piece S4S K.D Tanguile good lumber 2"x4"x12" 35  
unit Evaporative Air Cooler 4

40 Liters water tank capacity or better 350 Watts power for 55-60 sqm. Area Heavy duty  
3-speed powerful airflow 7,000 cu.m/hr or better Floor standing with caster wheels, With remote controller  
has alarm function once water is low and auto shut-off water pump 1 Year Warranty on Service & 6 months on Parts

For Malolos Project

piece Concrete Post (4x4"x 8') 170  
roll Barb wire (100 meters/roll) 30  
box Welding rod (2.5 kg/box) 10  
roll Tie wire #16 (25 kilos per roll) 1  
piece Chalk stone 15  
piece Cutting disc 4" 35  
bag Cement 60  
cu.m Sand 3  
cu.m Gravel 3  
piece 10' corrugated roof gauge 60  
piece 2"x 2" x8' rough 30  
piece 2"x4" x 8' rough 30  
piece 3/4" Marine Plywood 20  
piece 4.5mm Hardieflex 20  
kilo Common Wire Nail 2" 10  
kilo Common Wire Nail 3" 10  
kilo Common Wire Nail 4" 10  
kilo Hardinail 2  
box #12 THWN-2 stranded wire gauge 1  
box #14 THWN-2 stranded wire gauge 1  
piece Electrical tape 15

Approved Budget for the Contract (ABC):  
650,000.00

GRAND TOTAL

Amount in Words: \_\_\_\_\_

In Figures: Php \_\_\_\_\_

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.

Company Name:

Company Address:

Submitted by:

(Authorized Representative)

\_\_\_\_\_  
Signature Over Printed Name

Designation

Telephone No / Mobile No

Email Address:

Date Submitted:

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" in each of the individual specification parameters:

PROJECT TITLE: Procurement of Supply and Delivery of Various Materials

QTY

UNIT

DESCRIPTION

REMARKS

(Brand Name/ Model, etc.)

STATEMENT OF COMPLIANCE

For HRDD, ROD and STUDIO C

14 quart Latex Color Lampblack  
30 quart Latex color Raw Sienna  
17 pail Flat latex White Paint Premium  
21 pail Semi-gloss Latex white paint  
3 pail Flatwall Enamel White Premium  
8 piece Baby roller 4" Cotton  
8 piece Roller 7" Cotton  
3 gallon Paint thinner  
1 sack Boral Powder  
1 sack Patching compound / sack  
6 gallon Premium Acrylic Emulsion  
60 piece Sand Paper waterproof 100#  
6 piece Paint Brush 1"  
3 piece Paint Brush 2"  
3 piece Paint Brush 3"  
3 piece Paint Brush 4"  
50 piece Marine Plywood 1/4" x 4" x 8"  
35 piece S4S K.D Tanguile good lumber 2"x4"x12"  
4 unit Evaporative Air Cooler

40 Liters water tank capacity or better 350 Watts power for 55-60 sqm. Area Heavy duty  
3-speed powerful airflow 7,000 cu.m/hr or better Floor standing with caster wheels, With remote controller  
has alarm function once water is low and auto shut-off water pump 1 Year Warranty on Service & 6 months on Parts

For Malolos Project

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1 roll Tie wire #16 (25 kilos per roll)  
15 piece Chalk stone  
35 piece Cutting disc 4"  
60 bag Cement  
3 cu.m Sand  
3 cu.m Gravel  
60 piece 10' corrugated roof gauge  
30 piece 2"x 2" x8' rough  
30 piece 2"x4" x 8' rough  
20 piece 3/4" Marine Plywood  
20 piece 4.5mm Hardieflex  
10 kilo Common Wire Nail 2"  
10 kilo Common Wire Nail 3"  
10 kilo Common Wire Nail 4"  
2 kilo Hardinail  
1 box #12 THWN-2 stranded wire gauge  
1 box #14 THWN-2 stranded wire gauge  
15 piece Electrical tape

Items 20-40 of the supplies are intended for Malolos Project and shall be delivered to the following address within FORTY-FIVE (45) calendar days upon receipt of Purchase Order

Philippine Information Agency, Malolos, Bulacan

DELIVERY PERIOD: 45 Calendar Days upon receipt of PO

PRICE VALIDITY: Sixty (60) Calendar 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 render our bid in

automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date:

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Construction Materials	Various Supplies and Materials for Repair and Maintenance of HRDD, ROD, STUDIO C, and MALOLOS PROPERTY	1	Lot	650,000.00

**Created by** Ronelio N Hernandez

**Date Created** 19/03/2025

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.

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