



Presidential Communications Office

**Philippine Information Agency**

*Ahensiyang Pang-impormasyon ng Pilipinas*



**RFQ No. 25-03-029**

## **REQUEST FOR QUOTATION**

Procurement Project Title:	<b>Procurement of Coffee Percolator and Smart Inverter Microwave Oven</b>		
Approved Budget for the Contract (ABC):	14,000.00	Purchase Request No.:	25-03-029
End-User:	HRDD	Delivery Period:	30 calendar days upon issuance of Purchase Order
Source of Funds:	GAA	Deadline for Submission of bids:	10 April 2025- 5:00 pm

Date: 07 April 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:

**Procurement Section/Bids and Awards Committee Secretariat**  
**Philippine Information Agency**  
**2<sup>nd</sup> Flr PIA Bldg. Visayas Avenue Diliman Quezon City**  
**Tel No. 8920-43-38**

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
Unit	<b>One unit Coffee Percolator with the following specifications:</b> <ul style="list-style-type: none"> <li>• 15-liter capacity (100 cups)</li> <li>• Double wall stainless steel insulation</li> <li>• Anti-drip dispenser</li> <li>• Coffee strainer</li> <li>• Warm and boil indicator with thermostat</li> <li>• Tempered glass water gauge</li> <li>• Heat resistant handles</li> <li>• Thermally protected</li> <li>• With water level indicator</li> </ul>	1		
Unit	<b>One Unit Smart Inverter Microwave Oven with the following Specifications:</b> <ul style="list-style-type: none"> <li>• At least 25 Liters Digital Microwave Oven</li> <li>• Smart Inverter</li> <li>• Even Heating</li> <li>• Fast Cooking</li> <li>• Even Defrosting</li> <li>• Various Cooking</li> <li>• Healthy Cooking</li> <li>• Easy Clean</li> </ul>	1		
	<b>Approved Budget for the Contract (ABC):</b> <b><u>14,000.00</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.

Company Name:	
Company Address:	
Submitted by: (Authorized Representative)	_____
Designation	Signature Over Printed Name
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:

<b>PROJECT TITLE: Procurement of Coffee Percolator and Smart Inverter Microwave Oven to Enhance HRDD Operations in Alignment with Prime-HRM Standards</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>TERMS OF REFERENCE</b>		
<b>1</b>	<b>Unit</b>	<b>DELIVERABLES FROM THE SUPPLIER</b>  One (1) unit Coffee Percolator with the following specifications: <ul style="list-style-type: none"> <li>• 15-liter capacity (100 cups)</li> <li>• Double wall stainless steel insulation</li> <li>• Anti-drip dispenser</li> <li>• Coffee strainer</li> <li>• Warm and boil indicator with thermostat</li> <li>• Tempered glass water gauge</li> <li>• Heat resistant handles</li> <li>• Thermally protected</li> <li>• With water level indicator</li> </ul>		
<b>1</b>	<b>Unit</b>	One (1) unit smart inverter microwave oven with the following specifications: <ul style="list-style-type: none"> <li>• At least 25 Liters Digital Microwave Oven</li> <li>• Smart Inverter</li> <li>• Even Heating</li> <li>• Fast Cooking</li> <li>• Even Defrosting</li> <li>• Various Cooking</li> <li>• Healthy Cooking</li> <li>• Easy Clean</li> </ul>		
		<b>WARRANTY AND SUPPORT</b>  A. Coffee Percolator: One (1) year warranty on parts (electric components).  B. Smart inverter microwave oven: One (1) year warranty on parts and labor; 5 years or more on magnetron		

		<p><b>SCOPE OF WORK</b></p> <p>A. Supplier</p> <ul style="list-style-type: none"> <li>• Certification that the delivered items comply with the specifications listed under Section II.</li> <li>• Provision of technical support and warranty services</li> </ul> <p>B. Procuring Entity Responsibilities:</p> <ul style="list-style-type: none"> <li>• Certification that the coffee percolator and the smart inverter microwave oven are compliant with the technical specifications and are free from manufacturer's defects and damages upon delivery.</li> </ul>		
		<p><b>END-USER REQUIREMENTS</b></p> <p>The end-user permits to the acceptance of bids with higher technical specifications and responsive to the end-user requirements. This is to prevent stock unavailability, avoid delays in the procurement process, and ensure continuity of operations in the HRDD.</p> <p>This, however, shall be subject to evaluation by the Technical Working Group (TWG) and in accordance with the existing procurement law. Provided further, that the bid amount remains within the Approved Budget for the Contract (ABC) and that no specification falls below the minimum requirements set forth in the specifications provided under Section II</p> <p>Additionally, any variation in technical specifications must be reasonable and advantageous to the government.</p>		
		<p><b>DELIVERY PERIOD</b></p> <p>Within 30 calendar days upon issuance of Purchase Order.</p>		



## Bid Notice Abstract

### Request for Quotation (RFQ)

Reference Number

11945966

Procuring Entity

PHILIPPINE INFORMATION AGENCY

Title

Procurement of Coffee Percolator and Smart Inverter Microwave Oven

Area of Delivery

Metro Manila

Solicitation Number:	RFQ No. 25-03-029	Status	In-Preparation
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:	Office Equipment		
Approved Budget for the Contract:	PHP 14,000.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	07/04/2025
Contact Person:	Jupalyn Laderas Benedicto Procurement Officer Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 jupalyn.benedicto@pia.gov.ph	Last Updated / Time	04/04/2025 17:34 PM
		Closing Date / Time	10/04/2025 17:00 PM

Description

RFQ No. 25-03-029

REQUEST FOR QUOTATION

Procurement Project Title: Procurement of Semi-Expandable Other Machinery Equipment

Approved Budget for the Contract (ABC): 14,000.00 Purchase Request No.: 25-03-029

End-User: HRDD Delivery Period: 30 calendar days upon issuance of Purchase Order

Source of Funds: GAA Deadline for Submission of bids: 10 April 2025- 5:00 pm

Date: 07 April 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 Rule V, Sec.42 of Republic Act (RA) 12009 or the New Government Procurement Act, and the use of Small Value Procurement (SVP) in its IRR, Rule IV-Modes of Procurement.

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:

Procurement Section/Bids and Awards Committee Secretariat  
Philippine Information Agency  
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City  
Email: jupalyn.benedicto@pia.gov.ph  
Tel No. 8920-43-38

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

ANNEX "A"

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

Unit One unit Coffee Percolator 1

with the following specifications:

- 15-liter capacity (100 cups)
- Double wall stainless steel insulation
- Anti-drip dispenser
- Coffee strainer
- Warm and boil indicator with thermostat
- Tempered glass water gauge
- Heat resistant handles
- Thermally protected
- With water level indicator

Unit One Unit Smart Inverter Microwave 1

Oven with the following Specifications:

- At least 25 Liters Digital Microwave Oven
- Smart Inverter
- Even Heating
- Fast Cooking
- Even Defrosting
- Various Cooking
- Healthy Cooking
- Easy Clean

Approved Budget for the Contract (ABC): 14,000.00

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 Semi-Expandable Other Machinery Equipment

QTY UNIT DESCRIPTION REMARKS (Brand Name/ Model, etc.) STATEMENT OF COMPLIANCE

1 Unit

TERMS OF REFERENCE

DELIVERABLES FROM THE SUPPLIER

One (1) unit Coffee Percolator with the following specifications:

- 15-liter capacity (100 cups)
- Double wall stainless steel insulation
- Anti-drip dispenser
- Coffee strainer
- Warm and boil indicator with thermostat
- Tempered glass water gauge
- Heat resistant handles
- Thermally protected
- With water level indicator

1 Unit

One (1) unit smart inverter microwave oven with the following specifications:

- At least 25 Liters Digital Microwave Oven
- Smart Inverter
- Even Heating
- Fast Cooking
- Even Defrosting
- Various Cooking
- Healthy Cooking
- Easy Clean

WARRANTY AND SUPPORT

A. Coffee Percolator: One (1) year warranty on parts (electric components).

B. Smart inverter microwave oven: One (1) year warranty on parts and labor; 5 years or more on magnetron

SCOPE OF WORK

A. Supplier

- Certification that the delivered items comply with the specifications listed under Section II.
- Provision of technical support and warranty services

B. Procuring Entity Responsibilities:

- Certification that the coffee percolator and the smart inverter microwave oven are compliant with the technical specifications and are free from manufacturer's defects and damages upon delivery.

END-USER REQUIREMENTS

The end-user permits to the acceptance of bids with higher technical specifications and responsive to the end-user requirements. This is to prevent stock unavailability, avoid delays in the procurement process, and ensure continuity of operations in the HRDD.

This, however, shall be subject to evaluation by the Technical Working Group (TWG) and in accordance with the existing procurement law. Provided further, that the bid amount remains within the Approved Budget for the Contract (ABC) and that no specification falls below the minimum requirements set forth in the specifications provided under Section II

Additionally, any variation in technical specifications must be reasonable and advantageous to the government.

DELIVERY PERIOD

Within 30 calendar days upon issuance of Purchase Order.

DELIVERY PERIOD: Within 30 Calendar days upon issuance of Purchase Order (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:

Created by Ronelio N Hernandez

Date Created 04/04/2025

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.

