



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



BAGONG PILIPINAS

**RFQ No. 25-04-042 L1
25-04-043 L2**

REQUEST FOR QUOTATION

Procurement Project Title:	Procurement of Office Supplies and Equipment Lot 1: Heavy-duty binder stapler Lot 2: Paper Shredder		
Approved Budget for the Contract (ABC):	Lot 1: Php 6,000.00 Lot 2: Php 30,500.00	Purchase Request No.:	Lot 1: 25-04-042 Lot 2: 25-04-043
End-User:	PCRD	Delivery Period:	Thirty (30) calendar days upon receipt of Purchase Order (PO)
Source of Funds:	GAA	Deadline for Submission of bids:	29 April 2025 5:00PM

Date: 24 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: teddy.santos@pia.gov.ph
Tel Nos. 8920-43-38/
Mobile No. 0938-945-6834

1. Suppliers are required to submit the following prior to notification of award:

- Valid & current Mayor's/Business permit for 2025;
- Valid & current PhilGEPS Registration Certificate/Number;
- Income Tax Return (for ABCs above P500K)
- Omnibus Sworn Statement (for ABCs above P50K);
- 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 Republic Act (RA) 12009 or the New Government Procurement Act and its 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
	Procurement of Office Supplies and Equipment Lot 1: Heavy-duty binder stapler Lot 2: Paper Shredder			
Piece	<u>Lot 1: Heavy-duty binder stapler</u> High-capacity stapling at least 80 sheets Use staples 23/6-23/23 Consumable staple wires (additional)	2		
Piece	<u>Lot 2: Paper Shredder</u> Cross-Cut or Segmental cut Shreds up to at least 20 sheets Bin capacity at least 30L Auto Reverse Temperature Protection Indicator/Overheat protection Can shred paper, credit card and staples micro cut 2 years warranty	1		
	Approved Budget for the Contract (ABC): <u>Lot 1: Php 6,000.00</u> <u>Lot 2: Php 30,500.00</u>	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.

<i>Company Name:</i>	
<i>Company Address:</i>	
<i>Submitted by: (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:

PROJECT TITLE: Procurement of Office Supplies and Equipment Lot 1: Heavy-duty binder stapler Lot 2: Paper Shredder				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
2	piece	<u>Lot 1: Heavy-duty binder stapler</u> Technical Specifications High-capacity stapling at least 80 sheets Use staples 23/6 - 23/23 Consumable staple wires (additional)		
		<u>Deliverables from Suppliers</u> 1. Delivery of item shall be within thirty (30) calendar days upon issuance of purchase order. 2. Delivery of items shall be free of charge. 3. To ensure that manufacturing defects shall be corrected, a warranty of two (2) years shall be required from the Supplier. 4. Defective units shall be replaceable upon checking. 5. Price is inclusive of taxes.		
1	piece	<u>Lot 2: Paper Shredder</u> Technical Specifications Cross-Cut or Segmental cut Shreds up to at least 20 sheets Bin capacity at least 30L Auto Reverse Temperature Protection Indicator/Overheat protection		

		Can shred paper, credit card and staples micro cut		
		2 years warranty		
		<i>Deliverables from Suppliers</i> 1. Delivery of item shall be within thirty (30) calendar days upon issuance of purchase order. 2. Delivery of items shall be free of charge. 3. To ensure that manufacturing defects shall be corrected, a warranty of two (2) years shall be required from the Supplier. 4. Defective units shall be replaceable upon checking. 5. Price is inclusive of taxes.		
DELIVERY PERIOD: Thirty (30) calendar days upon receipt 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:	



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11982222
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title Procurement of Office Supplies and Equipment (Lot 1: Heavy-duty binder stapler, Lot 2: Paper Shredder)
Area of Delivery Metro Manila

Solicitation Number:	25-04-042, 25-04-43	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment	Date Published	24/04/2025
Approved Budget for the Contract:	PHP 36,500.00	Last Updated / Time	23/04/2025 16:05 PM
Delivery Period:	30 Day/s	Closing Date / Time	29/04/2025 17:00 PM
Client Agency:			
Contact Person:	Teddy Leinne Escudro Santos Procurement Staff Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 teddy.santos@pia.gov.ph		

Description

RFQ No. 25-04-042 L1
25-04-043 L2

REQUEST FOR QUOTATION

Procurement Project Title: Procurement of Office Supplies and Equipment

Lot 1: Heavy-duty binder stapler

Lot 2: Paper Shredder

Approved Budget for the Contract (ABC):

Lot 1: Php 6,000.00

Lot 2: Php 30,500.00

Purchase Request No.:

Lot 1: 25-04-042

Lot 2: 25-04-043

End-User: PCRD Delivery Period: Thirty (30) calendar days upon receipt of Purchase Order (PO)

Source of Funds: GAA Deadline for Submission of bids: 29 April 2025

5:00PM

Date: 24 April 2025

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ATTY. ALLAN VINCENT B. LORENZO

BAC- Chairperson

ANNEX "A"

TERMS AND CONDITIONS:

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for the item/s as follows:

UNIT DESCRIPTION QTY UNIT COST TOTAL AMOUNT

Piece

Procurement of Office Supplies and Equipment

Lot 1: Heavy-duty binder stapler

Lot 2: Paper Shredder

Lot 1: Heavy-duty binder stapler

High-capacity stapling at least 80 sheets

Use staples 23/6-23/23

Consumable staple wires (additional)

2

Piece Lot 2: Paper Shredder

Cross-Cut or Segmental cut

Shreds up to at least 20 sheets

Bin capacity at least 30L

Auto Reverse

Temperature Protection

Indicator/Overheat protection

Can shred paper, credit card and
staples micro cut

2 years warranty 1

Approved Budget for the Contract (ABC):

Lot 1: Php 6,000.00

Lot 2: Php 30,500.00 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 Office Supplies and Equipment

Lot 1: Heavy-duty binder stapler

Lot 2: Paper Shredder

QTY

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

2
piece
Lot 1: Heavy-duty binder stapler

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Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date:

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Procurement of Office Supplies & Equipment (Heavy-	Lot 1: Heavy-duty binder stapler	2	Piece	6,000.00
2	Procurement of Office Supplies & Equipment (Heavy-	Lot 2: Paper Shredder	1	Piece	30,500.00

Created by Ronelio N Hernandez

Date Created 22/04/2025

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.