



Presidential Communications Office

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas



RFQ No. 25-03-028 & 032

REQUEST FOR QUOTATION

Procurement Project Title:	Supply and Delivery of Various Furniture and Fixtures		
Approved Budget for the Contract (ABC):	Lot 1 - 234,000.00 Lot 2 - 60,000.00	Purchase Request No.:	25-03-028 & 25-03-032
End-User :	HRDD & ODG	Delivery Period:	
Source of Funds:	GAA	Deadline for Submission of bids:	11 April 2025 @ 5:00 P.M

Date: 8 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: paul.delossantos@pia.gov.ph
Tel Nos. 8920-43-38/0985-305-0095

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
	LOT 1			
piece	<u>Executive high back ergonomic office chair</u>	15		
set	<u>Zebra semi-blackout blinds</u>	8		
piece	<u>4-drawer lateral filing cabinet</u>	5		
set	<u>Executive Table with Side Table/Cabinet</u>	1		
	LOT 2			
unit	Office Swivel Chair	10		
	Approved Budget for the Contract (ABC): Lot 1 - 234,000.00 Lot 2 - 60,000.00	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 : Supply and Delivery of Various Furniture and Fixtures				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
		<u>LOT 1</u>		
15	piece	<u>Executive high back ergonomic office chair</u> Specifications: Color: Gray or Beige Adjustable seat height, armrests, and lumbar support Breathable mesh backrest for improved ventilation Padded seat cushion for prolonged sitting comfort Sturdy base with smooth-rolling casters for mobility With tilt and lock mechanism 360-degree swivel function with headrest		
8	set	<u>Zebra semi-blackout blinds</u> Specifications: COLOR: Gray Panel 1: 114 cm width x 191 cm height Panel 2: 97 cm width x 191 cm height Panel 3: 97 cm width x 191 cm height Panel 4: 98 cm width x 191 cm height Panel 5: 98 cm width x 191 cm height Panel 6: 98 cm width x 191 cm height Panel 7: 98 cm width x 191 cm height Panel 8: 98 cm width x 191 cm height		
5	piece	<u>4-drawer lateral filing cabinet</u> Specifications: With Anti-Tilt Lock Mechanism Built-In Lock with Keys; 1 Lock Secure all four drawers Compatible with A4, FC, letter and legal size files Color: Gray or Beige Material: Steel Metal Dimensions: at least 90(W)x 48(D) x 132(H) cm		

1	set	<p><u>Executive Table with Side Table/Cabinet</u></p> <p>Specifications:</p> <p>Main Table: 1800mm L x 800mm D x 750mm Ht Side Cabinet: 1200mm L x 450mm D x 650mm Ht Table top and legs: 25mm thick board Sidings in 2mm PVC edge band Machine Pressed Structure: El Moisture Resistant Board Finish: White wood finish Inclusions: With built in 1 wire management top cover in silver aluminum finish (16cm 1. x 8cm D) without socket with 3 drawer cabinet with central lock mechanism in soft closed with 2 layer open shelves Adjustable feet leveler</p>		
		<p>DELIVERY PERIOD</p> <ul style="list-style-type: none"> • Within 45 calendar days upon issuance of Purchase Order 		
		<p>WARRANTY AND SUPPORT</p> <ul style="list-style-type: none"> • 30-day return and exchange policy covering manufacturer's defects in materials, workmanship. • Three (3) months technical support for repairs of parts including the base, casters, armrests, and reclining mechanisms. (for ergonomic chairs) • Installation of Executive Table. 		
		<p>SCOPE OF WORK</p> <p>A. Supplier</p> <ul style="list-style-type: none"> • Certification that all procurement items have been delivered. • Provision of technical support from supplier and/or manufacturer. <p>B. Procuring Entity</p> <p>Certification that all procurement items are compliant with the technical specifications and free from manufacturer's defects and damages upon delivery.</p>		
		<p>END-USER REQUIREMENTS</p> <p>The end-user permits to the acceptance of bids with higher technical specifications that is responsive to the end-user requirements. This is to prevent stock unavailability, avoid delays in the procurement process, and</p>		

		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.		
		LOT 2		
10	units	Office Swivel Chair <ul style="list-style-type: none"> • Materials: <ul style="list-style-type: none"> - Mesh back and seat rest - Chrome star base • Approximate size: <ul style="list-style-type: none"> - W49 xD51 x H98-108h cm - Gas lift for height adjustment - Caster wheels - Tilt and lock - Black color High Back Mesh		
		DELIVERY PERIOD <ul style="list-style-type: none"> • Fifteen (15) calendar days upon issuance of Purchase Order 		
DELIVERY PERIOD:				
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 11953817
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title Supply and Delivery of Various Furniture and Fixtures
Area of Delivery Metro Manila

Solicitation Number:	25-03-028&25-03-032	Status	Pending
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 294,000.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	08/04/2025
Contact Person:	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	Last Updated / Time	07/04/2025 21:03 PM
		Closing Date / Time	11/04/2025 17:00 PM

Description

RFQ No. 25-03-028 & 032

REQUEST FOR QUOTATION

Procurement Project Title: Supply and Delivery of Various Furniture and Fixtures

Approved Budget for the Contract (ABC):

Lot 1 - 234,000.00

Lot 2 - 60,000.00

Purchase Request No.:25-03-028 & 25-03-032

End-User : HRDD & ODG

Delivery Period:

Source of Funds: GAA

Deadline for Submission of bids: 11 April 2025 @ 5:00 P.M

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.

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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:

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4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
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6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
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SUPPLIERS QUOTATION

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UNIT DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
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LOT 1

Executive high back ergonomic office chair (15pcs)

Zebra semi-blackout blinds (8sets)

4-drawer lateral filing cabinet (5pcs)

Executive Table with Side Table/Cabinet (1set)

LOT 2

Office Swivel Chair (10units)

Approved Budget for the Contract (ABC):

Lot 1 - 234,000.00

Lot 2 - 60,000.00

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 : Supply and Delivery of Various Furniture and Fixtures

QTY

UNIT

DESCRIPTION

REMARKS

(Brand Name/ Model, etc.)

STATEMENT OF COMPLIANCE

LOT 1

15 pcs. - Executive high back ergonomic office chair

Specifications:

Color: Gray or Beige

Adjustable seat height, armrests, and lumbar support

Breathable mesh backrest for improved ventilation

Padded seat cushion for prolonged sitting comfort

Sturdy base with smooth-rolling casters for mobility

With tilt and lock mechanism 360-degree swivel function with headrest

8 sets - Zebra semi-blackout blinds

Specifications:

COLOR: Gray

Panel 1: 114 cm width x 191 cm height

Panel 2: 97 cm width x 191 cm height

Panel 3: 97 cm width x 191 cm height

Panel 4: 98 cm width x 191 cm height

Panel 5: 98 cm width x 191 cm height

Panel 6: 98 cm width x 191 cm height

Panel 7: 98 cm width x 191 cm height

Panel 8: 98 cm width x 191 cm height

5pcs. - 4-drawer lateral filing cabinet

Specifications:

With Anti-Tilt Lock Mechanism
Built-In Lock with Keys; 1 Lock Secure all four drawers
Compatible with A4, FC, letter and legal size files
Color: Gray or Beige
Material: Steel Metal
Dimensions: at least 90(W)x 48(D) x 132(H) cm

1set - Executive Table with Side Table/Cabinet

Specifications:

Main Table: 1800mm L x 800mm D x 750mm Ht
Side Cabinet: 1200mm L x 450mm D x 650mm Ht
Table top and legs: 25mm thick board
Sidings in 2mm PVC edge band Machine Pressed
Structure: EI Moisture Resistant Board
Finish: White wood finish
Inclusions: With built in 1 wire management top cover in silver aluminum finish (16cm 1. x 8cm D) without socket with 3 drawer cabinet with central lock mechanism in soft closed with 2 layer open shelves Adjustable feet leveler

DELIVERY PERIOD

- Within 45 calendar days upon issuance of Purchase Order

WARRANTY AND SUPPORT

- 30-day return and exchange policy covering manufacturer's defects in materials, workmanship.
- Three (3) months technical support for repairs of parts including the base, casters, armrests, and reclining mechanisms. (for ergonomic chairs)
- Installation of Executive Table.

SCOPE OF WORK

A. Supplier

- Certification that all procurement items have been delivered.
- Provision of technical support from supplier and/or manufacturer.

B. Procuring Entity

Certification that all procurement items are compliant with the technical specifications and 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 that is 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.

LOT 2

10 units - Office Swivel Chair

- Materials:
 - Mesh back and seat rest
 - Chrome star base
 - Approximate size:
 - W49 x D51 x H98-108h cm
 - Gas lift for height adjustment
 - Caster wheels
 - Tilt and lock
 - Black color
- High Back Mesh

DELIVERY PERIOD

- Fifteen (15) calendar days upon issuance of Purchase Order

DELIVERY PERIOD:**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	Lot 1	Office Chairs, Blinds, Cabinets	1	Lot	234,000.00
2	Lot 2	Office Swivel Chair	1	Lot	60,000.00

Created by Ronelio N Hernandez**Date Created** 07/04/2025

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.