



Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL

CIAP-F-PrM-03
Rev. No.: 00

Supply and Delivery of Customized Plaques and Medals for CIAP 2025 Official Function and Events

P.R. No./Date: **25-02024 | 18 February 2025**

RFQ/P No. / Date: **2025-02-022 | 18 February 2025**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Notarized Omnibus Sworn Statement (original notarized copy to be submitted before issuance of PO/JO/Contract)**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**
- 5 **BIR Certificate of Registration (BIR Form No. 2303)**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph/russellracelis@construction.gov.ph on or before 25 February 2025, 12:00 NN, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,
(ORIGINAL Copy Signed)

Russell N. Racelis

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	119 pcs	₱ 142,800.00	Glass Plaques (8")			
2	12 pcs	₱ 12,000.00	Glass Plaques (6")			
3	20 pcs	₱ 28,000.00	Acrylic Plaques (10")			
4	4 pcs	₱ 6,800.00	Acrylic Plaques (12")			
5	55 pcs	₱ 20,900.00	Glass Medals			
Total ABC		₱ 210,500.00				
Delivery and Other Instructions:			Please see Annex "A" of Technical Specifications for tentative schedule of events. Award will be per item.			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

TECHNICAL SPECIFICATIONS

Supply and Delivery of Customized Plaques and Medals for CIAP 2025 Official Functions and Events				
Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Amount
119	Pcs	<p>Glass Plaques Material: Glass Height: 8" Width: <i>Will depend on the offered design</i> Thickness: Double Glass, 2 pcs, 1/4" Thick Glass Base: 1/4" thick mirror and 3/8 bronze glass base Width Base: <i>Will depend on the offered design</i> Print: Engrave (<i>colored texts, depending on required design by the end-user</i>) Color: Preferably designed with touches/shades of blue (corporate branding color) Packaging: Bubble wrap, Carton box Usage: Recognition, Display With DTI and CIAP Logos</p> <p>12 of the total 131 pieces are for Sports Events Color: Preferably designed with touches/shades of blue and gold colors (corporate branding color) Design: With design specific to the type of event/game</p>		
12	Pcs	<p>Glass Plaques Material: Glass Height: 6" Width: <i>Will depend on the offered design</i> Thickness: Double Glass, 2 pcs, 1/4" Thick Glass Base: 1/4" thick mirror and 3/8 bronze glass base Width Base: <i>Will depend on the offered design</i> Print: Engrave (<i>colored texts, depending on required design by the end-user</i>) Color: Preferably designed with touches/shades of blue and gold colors (corporate branding color) Design: With design specific to the type of event/game Packaging: Bubble wrap, Carton box Usage: Recognition, Display With DTI and CIAP Logos</p>		
20	Pcs	<p>Acrylic Plaques Material: Acrylic Height: 10" Width: <i>Will depend on the offered design</i> Thickness: 6mm Base: 5mm-6mm thick black acrylic Print: UV Print (text and logo) Color: Preferably designed with touches/shades of blue and gold colors (corporate branding color) Design: With design specific to the type of event/game Packaging: Bubble wrap, Carton box Usage: Awarding for Sports Events, Display With DTI and CIAP Logos</p>		



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An Attached Agency of the Department of Trade and Industry
5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines
Website: www.construction.gov.ph
E-mail address: ciap@construction.gov.ph
Telephone Number: + (632) 8895-6826



4	Pcs	Acrylic Plaques Material: Acrylic Height: 12" Width: <i>Will depend on the offered design</i> Thickness: 6mm Base: 5mm-6mm thick black acrylic Print: UV Print (text and logo) Color: Preferably designed with touches/shades of blue and gold colors (corporate branding color) Design: With design specific to the type of event/game Packaging: Bubble wrap, Carton box Usage: Awarding for Sports Events, Display With DTI and CIAP Logos		
55	Pcs	Medals Material: Glass Diameter: 3" Thickness: 5mm With Print (Engrave/UV Print) Design with touches/shades of blue and gold colors (corporate branding color) Lace: Dark Blue Ribbon DTI and CIAP Logos		

Actual design and text engraved shall be provided by the Project Manager two weeks prior to the scheduled delivery. Billings shall be based on actual number of plaques / medals delivered, and in no case the total billing of all deliveries made exceed the total contract / Job Order price. For the delivery schedule and list of activities, please see Annex "A".

Prepared by:

(original copy signed)

RUSSELL N. RACELIS

Supervising Administrative Officer

Recommending Approval:

(original copy signed)

RUFINO H. TIVIDAD

Chief Administrative Officer

Approved by:

(original copy signed)

ATTY. HERBERT D.G. MATIENZO

Acting Executive Director

CONFORME:

*This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all the requirements and deliverables needed for the **Supply and Delivery of Glass Plaques and Medals for CIAP 2025 Official Functions and Events***

Name and Signature of Authorized Representative of the Contractor and Company Name

PhilGEPS Registration Number

Tax Identification Number

Date

Activity/Programs	Specifics	Purpose	Glass Plaques / Medals	Quantity	Height	Est. Month
Harmonization of CIAP ISO 9001:2015 Certification	Quality Management System Awards	For CIAP Awardees	Glass Plaques	55	8"	3rd week November 2025
Employee Relations, Development and Wellness	Loyalty Awards	For CIAP Loyalty Awardees	Glass Plaques	6	8"	3rd week November 2025
	Salamat-Paalam Program	For CIAP Retiree Awardees	Glass Plaques	4	8"	
	CIAP Annual Sports Fest	For sports events winners	Acrylic Plaques	4	12"	
	CIAP Annual Sports Fest		Acrylic Plaques	20	10"	
	CIAP Annual Sports Fest		Glass Medal	55		
	CIAP Annual Sports Fest	MVP (Basketball, Volletball) / Higest Scorer (Bowling)	Glass Plaques	12	6"	
PhilConstruct / Pre-Congress	6th Philippine Construction Congress	For Event Speakers and Moderators	Glass Plaques	25	8"	3rd week November 2025
Trainings / Personnel Development	Gender and Development Sensistivity Trainings	For speakers/ facilitators	Glass Plaques	3	8"	March, May, July 2025
	Filipino Elderly Week Activity		Glass Plaques	1	8"	October 2025
	Celebration of International Day of Persons with Disabilities		Glass Plaques	1	8"	December 2025
	GAD Planning and Assessment		Glass Plaques	3	8"	December 2025
	GAD Planning		Glass Plaques	3	8"	April 2025



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Activity/Programs	Specifics	Purpose	Glass Plaques / Medals	Quantity	Height	Est. Month
	Violence Against Women and Children Seminar Campaign		Glass Plaques	1	8"	November 2025
	Series of Wellness Seminars		Glass Plaques	4	8"	March, May, July, August 2025
	Training on R.A. No. 9184, and updated on R.A No. 12009		Glass Plaques	4	8"	April 2025
	Seminar on Records Management		Glass Plaques	3	8"	April 2025
	Supervisory Development Course		Glass Plaques	2	8"	April 2025
	HR Diversity and Inclusion in the Workplace, and Emotional Intelligence in the Modern Workplace		Glass Plaques	2	8"	June 2025
	Seminar on Strategic Performance Management System		Glass Plaques	2	8"	June 2025

Charging: