



Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL

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

Supply and Delivery of Customized Recognition Plaques for CIAP 2025 Awards

P.R. No./Date: **25-10150 | 29 October 2025**

RFQ/P No. / Date: **2025-10-130 | 29 October 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 **Signed Terms of Reference or Technical Specifications, if applicable**
- 4 **Notarized Omnibus Sworn Statement (original notarized copy to be submitted before issuance of PO/JO/Contract)**
- 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/johnvincentpeduche@construction.gov.ph on or before 03 November 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)

John Vincent B. Peduche

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

3rd Floor, NAPOLCOM Building, No. 371 Sen. Gil J. Puyat Avenue, 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	85 pieces	₱ 93,500.00	Supply and Delivery of Customized Recognition Plaques for CIAP 2025 Awards			
Total ABC		₱ 93,500.00				
Delivery and Other Instructions:			<i>The project shall be awarded as a lot. Delivery shall be based on the Technical Specification attached.</i>			

(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 : _____

SUPPLY AND DELIVERY OF CUSTOMIZED RECOGNITION PLAQUES FOR CIAP 2025 AWARDS

TECHNICAL SPECIFICATIONS

I. Specifications

Glass plaques for the CIAP Awarding on November 28, 2025

Quantity : Estimated 85 pieces or based on actual order
Design : DTI and CIAP colored logo embossed or engraved



(logo to be provided to supplier)

Material : Glass
Dimension : Height: 8"
Thickness: Double Glass, 2 pcs, ¼" Thick Glass
Base: ¼" thick mirror and 3/8 bronze glass base
Print: Engrave

Color : Preferably designed with touches/shades of blue
Packaging : Bubble wrap, Carton box
Estimated Cost per Unit : ₱1,100.00

II. Mode of Procurement

The mode of procurement shall be Small Value Procurement as provided under Section 34 of the IRR of R.A. No. 12009.

III. Delivery Terms

The Supplier shall deliver the goods as stipulated in the schedule below. Failure to deliver the goods within the stipulated timeframe, including any extensions granted by the Head of the Procuring Entity (HOPE), if any, will result in the payment of liquidated damages in the separate Section herein.

Immediately upon the Supplier's submission of the conformed Job Order, the End-User shall coordinate with the Supplier and provide the templates and actual number of plaques to be produced.

Mock-Up Sample:

The Supplier must provide a mock-up sample within five (5) working days reckoning from the date of receipt of the template from the End-User.

Delivery of Approved Plaque

The payment will be based on the actual quantity requested for production but not exceeding the maximum no. of quantity indicated in the technical specification. Actual quantity shall be based on the approved awardees by CIAP PRAISE-Committee. The End-Used shall coordinate with the Supplier the list of names and citations.



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

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, Philippin
Website: www.construction.gov.ph
E-mail address: ciap@construction.gov.ph
Telephone Number: + (632) 8895-6826



Complete deliver will be on or before November 25, 2025. The actual list of names of awardees and citation shall also be provided by the End-User.

The Supplier shall Deliver the above-mentioned items at 3rd Floor NAPOLCOM Building 371 Sen Gil J. Puyat Ave, Makati City, between Monday to Friday; 8:00AM to 5:00PM.

IV. REPLACEMENT:

Upon inspection and acceptance of delivered items, and should there be any defect, damage, broken or chipped parts, misspelled names, incorrect citations and other visible defect, the supplier agrees to provide replacement within the (10) calendar days from the date of request for replacement of the End-User due to such defect, damage, broken or chipped parts, misspelled names, incorrect citations and other visible defect,

V. APPROVED BUDGET FOR THE CONTRACT (ABC):

The approved budget for this Contract shall be **Ninety-Three Thousand Five Hundred Pesos (Php93,500.00)**, inclusive of all applicable charges, delivery fees, other fess, and taxes.

VI. TERM OF PAYMENT

Billis is based on the actual final order, within thirty (30) working days upon completion of delivery and receipt of Billing Statement/ Statement of Account, Delivery Receipt and issuance of a Certificate of Satisfactory Services Rendered by the End-User.

VII. INFORMATION SECURITY AND NON-DISCLOSURE AGREEMENT

All data, documents, records, configurations files, and metadata (collective referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive property of CIAP. The Supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent its unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall nor use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier'(s) shall ensure that, upon completion of the service that will not retain any portion of information in any form whatsoever.

The following must be submitted after issuance of Notice of Award or Purchase Order or Job Order:

- Notarized Non-Disclosure Agreement
- Affidavit of Undertaking (to be provided by the CIAP)

VIII. LIQUIDATED DAMAGES

If the service provider fails to delivery any or all of the goods and/or to perform the services within the period specified in this Terms of Reference, the Procuring Entity shall, without prejudice to its remedies under this contract and under the applicable

law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

I. Dispute Resolution Agreement/Resolution

1. Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of proceedings shall be in Makati City.
2. In case of a court suit, the venue shall be courts of competent jurisdiction in Makati City, to the exclusion of all other courts.

Prepared by:

Original Copy Signed
RUSSELL N. RACELIS
Supervising Administrative Officer

Reviewed by:

Original Copy Signed
RUFINO H. TIVIDAD
Chief Administrative Officer

Approved by:

Original Copy Signed
DORIS U. GACHO
Acting CIAP Executive Director

CONFORME:

*This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all of the requirements and deliverables needed for the **SUPPLY AND DELIVERY OF CUSTOMIZED RECOGNITION PLAQUES FOR CIAP 2025 AWARDS***

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number

Date