



Republic of the Philippines  
Department of Agriculture  
**Fertilizer and Pesticide Authority**  
FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.  
Tel. Nos. 8920-8573, 8441-1601, 8922-3368  
E-mail add: fpacontrol@fpa.gov.ph | Website: http://fpa.da.gov.ph

## **NOTICE OF AWARD**

November 29, 2021

**MS. LIEZEL D. REDAON**

Account Manager

**FUNCTIONSMITH INC.**

779 Acacia St. Octagon Industrial Estate Subd.,  
Dela Paz Pasig City


Dear *Ms. Redaon*:

We are pleased to inform you that based on the recommendation of the FPA – Bids and Awards Committee per Resolution No. 112921-01 dated November 29, 2021, the purchase order for the Procurement of Supply, Delivery, and Installation of Office Workstation, Partition, and Accordion Door amounting to **Four Hundred Fifty Thousand One Hundred Eight & 80/100 Pesos Only (Php 450,108.80)** is hereby awarded in your favor.

Kindly coordinate with the BAC Secretariat for the processing and release of the purchase order.

Thank you.

Very truly yours,

  
**WILFREDO C. ROLDAN**  
Executive Director

Conforme:

  
**MS. LIEZEL D. REDAON**

Date: November 29, 2021



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 Tel. Nos. 8920-8573, 8441-1601, 8922-3368  
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November 18, 2021

Solicitation No.: RFQ-2021-11-02

**REQUEST FOR QUOTATION**

The Fertilizer and Pesticide Authority, through its Bids and Awards Committee (BAC), invites interested parties for the:

**Supply, Delivery, and Installation of Office Workstation, Partition, and  
 Accordion Door**

Approved Budget for the Contract (ABC): **Php 476,000.00**

Unit	Item Description	Quantity
	<b>1. OED Area</b>	
	<b>Workstation 1</b>	
	<i>Partition:</i>	
unit	1400H x 1500W mm (Half Glass/ Half Fabric)	1
unit	1400H x 900W mm (Half Glass/ Half Fabric)	1
unit	1400H x 600W mm (Half Glass/ Half Fabric)	2
	<i>Tabletop:</i>	
set	1500L x 600W x 900L x 400W x 750H mm (melamine light gray with grommet)	1
	<b>Workstation 2 &amp; 3</b>	
	<i>Partition:</i>	
unit	1400H x 1200W mm (Half Glass/ Half Fabric)	2
unit	1400H x 900W mm (Half Glass/ Half Fabric)	1
unit	1400H x 600W mm (Half Glass/ Half Fabric)	3
	<i>Tabletop:</i>	
set	1200L x 600W x 900L x 400W x 750H mm (melamine light gray with grommet)	2
	<b>Workstation 4 &amp; 5</b>	
	<i>Partition:</i>	
unit	1400H x 1200W mm (Half Glass/ Half Fabric)	2
unit	1400H x 900W mm (Half Glass/ Half Fabric)	1
unit	1400H x 600W mm (Half Glass/ Half Fabric)	3
	<i>Tabletop:</i>	
set	1200L x 600W x 900L x 400W x 750H mm (melamine light gray with grommet)	2
	<b>Pantry Area</b>	
	<i>Accordion Door:</i>	
set	2300L x 1800H mm (PVC)	2
	<b>2. ODEDF Area</b>	
set	Size: 3850L x 2100H mm Description: aluminum fixed-slide-slide divider in 1 x 4 aluminum tubular frame analok finished using 6mm thick tempered clear glass, complete with standard door & fixing accessories	1

*A food-secure and resilient Philippines  
 with empowered and prosperous farmers and fisherfolk*




Unit	Item Description	Quantity
<b>3. PMID Area</b>		
<i>Partition:</i>		
unit	1200H x 600W mm (Full Fabric)	3
unit	1200H x 1200W mm (Full Fabric)	2
unit	1400H x 600W mm (Half Glass/ Half Fabric)	3
unit	1400H x 900W mm (Half Glass/ Half Fabric)	2
unit	1400H x 1200W mm (Half Glass/ Half Fabric)	2
<i>Tabletop:</i>		
unit	1200L x 600W mm (melamine light gray with grommet)	4
unit	1800L x 600w mm (melamine light gray with grommet)	1
<b>4. FAD Area</b>		
<b><i>Office of the Division Chief (Sink Area)</i></b>		
<i>Accordion Door:</i>		
set	2080L x 2100H mm (PVC)	1
set	1840L x 2100H mm (PVC)	1
<b><i>Office of the Chief, Budget Section</i></b>		
<i>Partition:</i>		
unit	1500H x 1200W mm (Half Glass/ Half Fabric)	1
unit	1500H x 800W mm (Half Glass/ Half Fabric)	1
unit	1500H x 700W mm (Half Glass/ Half Fabric)	2
unit	1500H x 600W mm (Half Glass/ Half Fabric)	1
<b><i>Office of the Chief, Accounting Section</i></b>		
<i>Partition:</i>		
unit	1500H x 1200W mm (Half Glass/ Half Fabric)	1
unit	1500H x 800W mm (Half Glass/ Half Fabric)	1
unit	1500H x 700W mm (Half Glass/ Half Fabric)	2
unit	1500H x 600W mm (Half Glass/ Half Fabric)	1
<b><i>Office of the Chief, General Services Section</i></b>		
<i>Partition:</i>		
unit	1500H x 1000W mm (Half Glass/ Half Fabric)	2
unit	1500H x 800W mm (Half Glass/ Half Fabric)	1
unit	1500H x 600W mm (Half Glass/ Half Fabric)	1

### Terms and Conditions:

1. The supply, delivery, and installation of all office workstations, partitions, and accordion doors must be completed **within two (2) weeks upon receipt of approved Purchase Order (PO)**.
2. The color of the workstation, partition, and accordion door to be provided must be in the shade of white and gray as determined by FPA.
3. All items must be quoted as one (1) lot. Quotations received in excess of the ABC shall be automatically rejected during its opening.
4. Suppliers must submit their duly accomplished and signed Price Quotation with all the corresponding drawings and layout, together with valid **PhilGEPS Registry Number, Mayor's Permit, and Omnibus Sworn Statement** to the FPA-BAC. Submission sent at the BAC official email-address, [fpa.bac@gmail.com](mailto:fpa.bac@gmail.com), will also be accepted if received prior to the deadline.

5. All quotations must be submitted to the BAC Secretariat, through **Ms. Olivia R. Marzan** and **Mr. Amado A. Malana**. Deadline of submission of quotations is on **November 22, 2021, 5:00 p.m.**
6. All quoted items must be VAT inclusive.
7. Interested suppliers may obtain further information from the BAC Secretariat at the above address or at **(02) 8920-8238** during office hours (8:00 am – 5:00 pm) or through electronic mail at this address: [fpa.bac@gmail.com](mailto:fpa.bac@gmail.com).
8. Suppliers must preferably have a Landbank Account relative to the adoption of checkless payment or Direct Payment Scheme. In case other commercial bank account will be used, it will be subjected to the corresponding charges debited from payment transaction.
9. FPA-BAC reserves the right to accept or reject any quotation, annul the procurement process and reject all quotations at any time prior to the Award of Purchase Order without hereby incurring any liability to the affected suppliers.

  
**ERIC C. DIVINAGRACIA**  
Chairperson, Bids and Awards Committee