



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7527988  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** 10,000 pcs. FOLDER, PRESSBOARD  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	21-03-0286	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	1
<b>Classification:</b>	Goods	<b>Document Request List</b>	8
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	09/03/2021
<b>Approved Budget for the Contract:</b>	PHP 95,000.00	<b>Last Updated / Time</b>	12/03/2021 17:46 PM
<b>Delivery Period:</b>	20 Day/s	<b>Closing Date / Time</b>	17/03/2021 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Angela Estribor Rodrigo Project Management Officer B 7th Flr., Legaspi Tower 200, 107 Paseo de Roxas, Legaspi Village Makati City Metro Manila Philippines 1226 63-2-84595000 Ext.7203  bac@pea.gov.ph		

#### Description

DOCUMENTARY REQUIREMENTS:  
 1. Accomplished Quotation Form and Specifications Form (SEE ATTACHED)  
 2. PhilGEPS Registration Number  
 3. Valid Business/ Mayor's Permit[1,2]

#### Note:

[1]Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.  
 [2]Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

=====

#### NO. QTY. UNIT DESCRIPTION

1. 10,000 pcs. Folder, Pressboard  
 Refer to attached SPECIFICATIONS form (page 2)  
 Delivery period: 20 calendar days

=====

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	FOLDER, PRESSBOARD	For PRA officers and employees.	10,000	Piece	95,000.00

#### Remarks

First extension of closing date due to lack of bidders

**Created by** Angela Estribor Rodrigo  
**Date Created** 08/03/2021

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.



# Philippine Reclamation Authority (PRA)

7th. Floor, Legaspi Towers 200, 107 Paseo de Roxas, Makati City  
Tel. No. 459-5000 loc. 7203

## QUOTATION FORM

\_\_\_\_\_  
Date

SUPPLIER: \_\_\_\_\_

PhilGEPS Registry No. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_

TIN NO.: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### INSTRUCTIONS:

1. Fill in all the blanks and place checkmarks on applicable boxes.
2. Quote your lowest net government price(s), taxes included, F. O. B. destination, for the item(s)/service(s) listed hereunder, indicating the shortest time of delivery and furnishing this Office with descriptive brochures, catalogues (if available), and/or samples (if required).
3. Indicate the brand name of the offered item/s and delivery charges (if applicable).
4. In case you are the **EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES**, attach appropriate documents to the said effect.
5. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). **ONLINE SUBMISSION IS PREFERRED.**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (If Applicable)	UNIT PRICE *	TOTAL AMOUNT *
1.	10,000	pcs.	Folder, Pressboard			
			Refer to attached SPECIFICATIONS form (page 2)			
			Delivery period: 20 calendar days			
			Approved Budget for the Contract: <b>Php 95,000.00 ONLY</b>			

- Note: Amount shall be inclusive of taxes and delivery charges (if applicable).

### Terms and Conditions (FILL-OUT AND COMPLY REQUIREMENTS):

1. Payment shall be in the form of **Company Check** and price validity shall be **30 calendar days**.
2. Availability of item/s:  Delivery  Pick-up within \_\_\_\_ calendar days (c.d.) upon receipt of Purchase Order (P.O.).
3. Warranty period:  Not Applicable  Applicable warranty period shall be \_\_\_\_\_.
4. Indicate if quotation is:  VAT inclusive  Non-VAT (**attach certification**).
5. Supplier/s must submit a copy of the following documents per 2016 Revised IRR of R.A. 9184:
  - Valid PhilGEPS Registration Number**
  - Mayor's/Business Permit<sup>1,2</sup>**.
6. Suppliers must download the attached document of a bid before the closing date to be included in the Document Request List (DRL). Suppliers must be registered in PhilGEPS.
7. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	VAT Taxpayer	Non-VAT Taxpayer
Expanded Withholding TAX	2%	2%
Gross Money Payment	5%	3%
<b>TOTAL</b>	<b>7%</b>	<b>5%</b>

### QUOTED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

<sup>1</sup> Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration No.

<sup>2</sup> Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

**TECHNICAL SPECIFICATIONS**

**PROJECT: 10,000 pcs. FOLDER, PRESSBOARD**

**APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 95,000.00 ONLY**

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
1. Material: Heavy Duty Paper Board		
2. Size: 369mm x 242mm (-5mm)		
3. Thickness: 0.40mm minimum		
4. Basis Weight: 312 gsm minimum		
5. Color: Cream, Green		
6. Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/ Book Cloth/Paper Cloth		
Color: Green		
Expansion: 39mm (-3mm)		
7. Packaging: One Hundred (100) pcs. per box		
8. Marking and labelling shall conform with the Consumer Act of the Philippines (RA No. 7394)		
9. SUBMIT PICTURE OF ACTUAL PRODUCT		

**NOTE:**

- Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.

**SIGNED:**

\_\_\_\_\_  
**Signature**                      **Printed Name**                      **Position**

---

For inquiries on technical specifications, contact:

**Ms. Sheila Audrey A. Cureg**  
Supply Officer II  
0927-638-8877