



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7992794
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title PAPER, MULTICOPY, 80gsm, sizes: 210mm x 297mm and 216mm x 330mm
Area of Delivery Metro Manila

Solicitation Number: 21-09-0738	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	2
Classification: Goods	Bid Supplements	0
Category: Office Supplies and Devices		
Approved Budget for the Contract: PHP 473,544.00	Document Request List	2
Delivery Period: 20 Day/s		
Client Agency:		
Contact Person: Angela 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	Date Published	13/09/2021
	Last Updated / Time	13/09/2021 00:00 AM
	Closing Date / Time	16/09/2021 17:00 PM

Description

NO. QTY. UNIT DESCRIPTION ABC

- 1,500 reams Paper, Multicopy 80 gsm, 210mm x 297mm (A4), ABC: ₱255,840.00
- 1,200 reams Paper, Multicopy 80 gsm, 216mm x 330mm (Long), ABC: ₱217,704.00

See attached specifications

DELIVERY PERIOD: 20 calendar days

DOCUMENTARY REQUIREMENTS:

- Accomplished Quotation Form and Specifications Form (See Attached)
- PhilGEPS Registration Number
- Valid Business/ Mayor's Permit[1,2]

Please use PDF (preferred) or IMAGE file extension for email submission.

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).

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	PAPER, MULTICOPY, 80gsm	210mm x 297mm (1,500 reams) and 216mm x 330mm (1,200 reams)	1	Lot	473,544.00

Other Information

Please visit www.pea.gov.ph or message bac@pea.gov.ph if you can't download the Associated Components

Created by Angela Rodrigo

Date Created 12/09/2021

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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.	1,500	reams	Paper, Multicopy 80 gsm, 210mm x 297mm (A4) ABC: ₱255,840.00			
2.	1,200	reams	Paper, Multicopy 80 gsm, 216mm x 330mm (Long) ABC: ₱217,704.00			
			See attached specifications			
			DELIVERY PERIOD: 20 calendar days			

- 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:
 - i. **Valid PhilGEPS Registration Number**
 - ii. **Mayor's/Business Permit**^{1,2}.
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%
TOTAL	7%	5%

QUOTED BY:

Signature

Printed Name

Position

¹ 1 Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

² 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).

TECHNICAL SPECIFICATIONS (FILL-OUT AND SIGN)

**PAPER, MULTICOPY, 80gsm, sizes: 210mm x 297mm (1,500 reams) and 216mm x 330mm (1,200 reams)
APPROVED BUDGET FOR THE CONTRACT (ABC):**

210mm x 297mm (1,500 reams)	=	₱255,840.00
216mm x 330mm (1,200 reams)	=	<u>₱217,704.00</u>
TOTAL		₱473,544.00 ONLY

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
PAPER, MULTICOPY, A4, 1,500 reams		
1. Size: 210mm x 297mm (±2mm in either direction)		
2. Basis Weight: 80gsm (-3%)		
3. Intended application: For laser printer, standard office copier, lithographic printing/duplicating machine, etc.		
4. Sample paper shall be submitted to the BAC for verification of the product specifications.		
5. Five hundred (500) sheets per ream, each ream shall be packed using 70gsm (min) kraft or coated/uncoated white book paper and containing markings or information as to recommended usage.		
6. Shall conform with the Consumer Act of the Phil. (RA 7394)		
PAPER, MULTICOPY, Long, 1,200 reams		
1. Size: 216mm x 330mm (±2mm in either direction)		
2. Basis Weight: 80gsm (-3%)		
3. Intended application: For laser printer, standard office copier, lithographic printing/duplicating machine, etc.		
4. Sample paper shall be submitted to the BAC for verification of the product specifications.		
5. Five hundred (500) sheets per ream, each ream shall be packed using 70gsm (min) kraft or coated/uncoated white book paper and containing markings or information as to recommended usage.		
6. Shall conform with the Consumer Act of the Phil. (RA 7394)		

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