



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8296303  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** HAULING OF RECORDS, PROPERTIES AND OTHER OFFICE EQUIPMENT  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 21-11-0882	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods - General Support Services	<b>Bid Supplements</b>	2
<b>Category:</b> Services		
<b>Approved Budget for the Contract:</b> PHP 400,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b> 7 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	14/12/2021
<b>Contact Person:</b> Angela Rodrigo BAC Secretariat Member 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	<b>Last Updated / Time</b>	20/12/2021 19:04 PM
	<b>Closing Date / Time</b>	23/12/2021 17:00 PM

#### Description

NO. QTY. UNIT DESCRIPTION

- 70 Trips Transfer of records, properties and other office equipment from PRA Office, Makati City to PNOB Building, BGC, Taguig City
- 30 Trips Transfer of records, properties and other office equipment from PRA Office, Makati City to Coastal Plaza Condominium (CPC), Las Pinas City  
See Specifications on PAGE 2  
Delivery period: 7 calendar days  
Approved Budget for the Contract: ₱ 400,000.00 ONLY

#### SPECIFICATIONS

- 70 Trips to transfer of records, properties and other office equipment from PRA Office, Makati City to PNOB Building, BGC, Taguig City
- 30 Trips to transfer of records, properties and other office equipment from PRA Office, Makati City to Coastal Plaza Condominium (CPC), Las Pinas City
- Inclusion:
  - 1) Driver
  - 2) Minimum two (2) helpers
  - 3) Diesel
  - 4) Parking Fee
  - 5) Toll Fees

- 6) Entrance Fees at BGC
4. Truck size (minimum requirement): 10ft long, 6ft height, 6ft width
5. Can provide 3 units/day and 3 trips/truck/day
6. Maximum of 2 hrs. loading and 2 hrs. unloading per trip

-----  
**DOCUMENTARY REQUIREMENTS (COMPLY ALL):**

1. Accomplished Quotation Forms and Specifications Form (SEE ATTACHED)
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit[1]
4. Omnibus Sworn Statement[2]
5. Secretary Certificate (for corporation or partnership)

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

Good day!

May we invite you to submit quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

PLEASE FILL UP THE ATTACHED FORMS and submit the same with the complete requirements indicated in the said form. You can send it to PRA Office or thru email (bac@pea.gov.ph) for the attention of BAC Secretariat. ONLINE SUBMISSION IS PREFERRED. Kindly check our website at <http://www.pea.gov.ph> for announcement of office hours during the community quarantine.

Quotation must be submitted on or before the quotation closing date as shown above. QUOTATION RECEIVED WITH INCOMPLETE REQUIREMENTS AND THOSE RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED.

You may write your queries and concerns to bac@pea.gov.ph.

**Note:**

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

[2]Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

Thank you.

ANGELA E. RODRIGO  
BAC Secretariat Member  
Philippine Reclamation Authority

**Other Information**

Please visit <https://www.pea.gov.ph/procurement/philgeps-postings/2021-philgeps-postings> or message bac@pea.gov.ph if you can't download the Associated Components/Documents.

Please message bac@pea.gov.ph if you are submitting your quotation in hard copy.

**Remarks**

Closing Date moved to Dec. 23, 2021 from Dec. 20, 2021 (2nd Extension)

**Created by** Angela Rodrigo

**Date Created** 13/12/2021

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: \_\_\_\_\_

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

TEL. 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	UNIT PRICE*	TOTAL AMOUNT (Unit Price x Qty)*
1.	70	Trips	Transfer of records, properties and other office equipment from PRA Office, Makati City to PNOB Building, BGC, Taguig City		
2.	30	Trips	Transfer of records, properties and other office equipment from PRA Office, Makati City to Coastal Plaza Condominium (CPC), Las Pinas City		
			<b>See Specifications on PAGE 2</b>		
			Delivery period: <b>7 calendar days</b>		
			Approved Budget for the Contract: <b>₱ 400,000.00 ONLY</b>		
<b>GRAND TOTAL:</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:**
  - i. Valid PhilGEPS Registration Number
  - ii. Mayor's/Business Permit<sup>1</sup>.
  - iii. Omnibus Sworn Statement (include Secretary Certificate for partnership or corporation)<sup>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 of Authorized  
Representative

\_\_\_\_\_  
Printed Name of Authorized  
Representative

\_\_\_\_\_  
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> Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

## SPECIFICATIONS

**PROJECT: HAULING OF RECORDS, PROPERTIES AND OTHER OFFICE EQUIPMENT  
APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 400,000.00 ONLY**

**Description:** Transfer of records, properties and other office equipment from PRA Office, Makati City to PNOC Building, BGC, Taguig City and to Coastal Plaza Condominium (CPC), Las Pinas City

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
1. 70 Trips to transfer of records, properties and other office equipment from PRA Office, Makati City to PNOC Building, BGC, Taguig City		
2. 30 Trips to transfer of records, properties and other office equipment from PRA Office, Makati City to Coastal Plaza Condominium (CPC), Las Pinas City		
3. Inclusion: 1) Driver 2) Minimum two (2) helpers 3) Diesel 4) Parking Fee 5) Toll Fees 6) Entrance Fees at BGC		
4. Truck size (minimum requirement): 10ft long, 6ft height, 6ft width		
5. Can provide 3 units/day and 3 trips/truck/day		
6. Maximum of 2 hrs. loading and 2 hrs. unloading per trip		

**SIGNED:**

\_\_\_\_\_  
Signature of Authorized  
Representative

\_\_\_\_\_  
Printed Name of Authorized  
Representative

\_\_\_\_\_  
Position