



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8296714
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title NOTE PAD, STICK-ON (2" X 3", 3" X 4" & 3" X 3")
Area of Delivery Metro Manila

Solicitation Number:	21-12-0961	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	5
Category:	Office Supplies and Devices	Date Published	14/12/2021
Approved Budget for the Contract:	PHP 56,250.00	Last Updated / Time	14/12/2021 00:00 AM
Delivery Period:	14 Day/s	Closing Date / Time	17/12/2021 17:00 PM
Client Agency:			
Contact Person:	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		

Description

NO. QTY. UNIT DESCRIPTION

1. 260 pad Note Pad, Stick-on, 2" x 3"
2. 300 pcs Note Pad, Stick-on, 3" x 4"
3. 290 Pcs Note Pad, Stick-on, 3" x 3"

Refer to SPECIFICATIONS form (page 2)

Delivery period: 14 calendar days

Approved Budget for the Contract: Php 56,250.00 ONLY

SPECIFICATIONS

I. ABC and Sizes

1. Note Pad, Stick-on, 2" x 3"
 - i. ABC: ₱14,300.00
 - ii. Size: 50mm x 76mm (2" x 3") (min.)
2. Note Pad, Stick-on, 3" x 4"
 - i. ABC: ₱23,100.00
 - ii. Size: 50mm x 76mm (2" x 3") (min.)
3. Note Pad, Stick-on, 3" x 3"

- i. ABC: ₱18,850.00
- ii. Size: 50mm x 76mm (2" x 3") (min.)

II. GENERAL

- 4. Basic Weight: 70gsm (min.)
- 5. Sheet Thickness: 0.09mm (min.)
- 6. Brand shall be printed on the item
- 7. Assorted colors
- 8. One hundred (100) sheets per pad
- 9. Marking/labeling: Shall conform with the Consumer Act of the Phil. (RA 7394)

DOCUMENTARY REQUIREMENTS (COMPLY ALL):

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

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.

Thank you.

ANGELA E. RODRIGO
BAC Secretariat Member
Philippine Reclamation Authority

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	NOTE PAD, STICK-ON (2" X 3", 3" X 4" & 3" X 3")	See specifications	1	Lot	56,250.00

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.

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	BRAND NAME (If Applicable)	UNIT PRICE*	TOTAL AMOUNT (Unit Price x Qty)*
1.	260	pad	Note Pad, Stick-on, 2" x 3"			
2.	300	pcs	Note Pad, Stick-on, 3" x 4"			
3.	290	Pcs	Note Pad, Stick-on, 3" x 3"			
			Refer to SPECIFICATIONS form (page 2)			
			Delivery period: 14 calendar days			
			Approved Budget for the Contract: ₱ 56,250.00 ONLY			
GRAND TOTAL:						

* 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 Permit¹.
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 of Authorized
Representative

Printed Name of Authorized
Representative

Position

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

TECHNICAL SPECIFICATIONS

PROJECT: NOTE PAD, STICK-ON (2" X 3", 3" X 4" & 3" X 3")
APPROVED BUDGET FOR THE CONTRACT (ABC): ₱56,250.00 ONLY

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
I. ABC and Sizes		
1. Note Pad, Stick-on, 2" x 3"		
i. ABC: ₱14,300.00		
ii. Size: 50mm x 76mm (2" x 3") (min.)		
2. Note Pad, Stick-on, 3" x 4"		
i. ABC: ₱23,100.00		
ii. Size: 50mm x 76mm (2" x 3") (min.)		
3. Note Pad, Stick-on, 3" x 3"		
i. ABC: ₱18,850.00		
ii. Size: 50mm x 76mm (2" x 3") (min.)		
II. GENERAL		
4. Basic Weight: 70gsm (min.)		
5. Sheet Thickness: 0.09mm (min.)		
6. Brand shall be printed on the item		
7. Assorted colors		
8. One hundred (100) sheets per pad		
9. Marking/labeling: 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 of Authorized Representative	_____ Printed Name of Authorized Representative	_____ Position
--	---	--------------------------