



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9380572  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** OTHER OFFICE SUPPLIES FOR PEATC  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	22-12-1244	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Supplies and Devices		
<b>Approved Budget for the Contract:</b>	PHP 84,088.00	<b>Document Request List</b>	4
<b>Delivery Period:</b>	7 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	28/12/2022
<b>Contact Person:</b>	Angela Rodrigo BAC Secretariat Member PNOC Bldg. 3, PNOC Compound Energy Center, Rizal Drive Bonifacio Global City Taguig City Metro Manila Philippines 63-2-84595000 Ext.7202 bac@pea.gov.ph	<b>Last Updated / Time</b>	28/12/2022 00:00 AM
		<b>Closing Date / Time</b>	03/01/2023 17:00 PM

#### Description

-- SEE ATTACHED QUOTATION FORM FOR THE PARTICULARS --

REQUIRED SUPPORTING DOCUMENTS (attachment to your quotation):

1. Accomplished Quotation and Specifications Form
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit for 2022

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

Good day!

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

Please fill up the attached quotation form and submit the same with the required supporting documents. You may send it in hardcopy to PRA Temporary Office Located at:

Bldg. 3 PNOC Compound  
 Energy Center, Rizal Drive  
 Bonifacio Global City  
 Fort Bonifacio, Taguig City

You may also email your proposal to 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.

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	OTHER OFFICE SUPPLIES FOR PEATC	See quotation form	1	Lot	84,088.00

**Other Information**

Email bac@pea.gov.ph for your online submission or queries related to this procurement. The advertisement is also posted at [www.pea.gov.ph](http://www.pea.gov.ph).

**Created by** Angela Rodrigo

**Date Created** 27/12/2022

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.



**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**PHILIPPINE RECLAMATION AUTHORITY**

7<sup>th</sup> floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati  
 Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662  
 Website: www.pea.gov.ph • Email: info@pea.gov.ph

**REQUEST FOR QUOTATION (Shopping)**

**Date:** \_\_\_\_\_

Project Name:	<b>OTHER OFFICE SUPPLIES FOR PEATC</b>	PhilGEPS Ref. No.:	<b>9380572</b>
		Approved Budget for the Contract (ABC):	<b>₱ 84,088.00</b>
		Closing Date:	<b>03 January 2023</b>

**INSTRUCTIONS:**

<ol style="list-style-type: none"> <li>1. Do not alter the contents of this form in any way.</li> <li>2. Bidder shall provide correct and accurate information required in this form.</li> <li>3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative.</li> <li>4. If another form is used other than this RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions of this RFQ.</li> <li>5. 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).</li> <li>6. Indicate the brand name of the offered item/s (if applicable).</li> <li>7. The Technical Specifications must be complied with. Failure to do so shall render the quotation ineligible/disqualified.</li> <li>8. For <b>EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES</b>, attach appropriate documents to the said effect.</li> <li>9. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). <b>ONLINE SUBMISSION IS PREFERRED.</b></li> <li>10. Quotations, including documentary requirements, received after the Closing Date/Deadline shall not be accepted.</li> <li>11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> </ol>	<p><b><u>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</u></b></p> <p>✓ Valid PhilGEPS Registration Number</p> <p>✓ Mayor's/Business Permit for 2022</p> <p><i>(Per 2016 Revised IRR of R.A. 9184)</i></p>
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**SUPPLIER INFORMATION (Fill-out completely):**

Company Name:		PhilGEPS Reg. No.:	
		TIN:	
Address and Website		Email Address:	
		Contact Number:	

**OFFICIAL QUOTATION FROM THE SUPPLIER:**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME <i>(if applicable)</i>	UNIT PRICE*	TOTAL PRICE <i>(Unit Price x Qty)*</i>
1.	1000	pc	BALLPEN, BLACK			
2.	50	pc	BATTERY, DRY CELL, 9V			
3.	30	pc	CLIPBOARD, PVC TYPE, WITHOUT COVER, A4			
4.	2	pc	CORK BOARD WITH WOODEN ALUMINUM FRAME 12in X 18in			
5.	2	pc	CORKBOARD HALF & WHITEBOARD HALF 40cm x 60 cm			
6.	50	tube	GLUE, INSTANT, CYANO ACRYLATE ADHESIVE, 3g			
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Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME <i>(if applicable)</i>	UNIT PRICE*	TOTAL PRICE <i>(Unit Price x Qty)*</i>
7.	3	pc	INDEX CARD HOLDER, BOX TYPE, 5cm x 8cm			
8.	30	set	KEY HOLDER, WITH PLASTIC KEY CHAIN, KEY TAGES ID LABEL NAME			
9.	5	pack	LAMINATING FILM, A4, 125 gsm, 100s			
10.	5	pc	STACKING WAREHOUSE BINS, 18" x 16.5" X 11", PLASTIC CRATES			
11.	8	pack	STOCK CARD, 5cm x 8cm, 100 pcs per pack			
12.	10	roll	TAPE, WITHOUT FOAM, DOUBLE SIDED 24mm x 10m			
13.	5	roll	TAPE, DOUBLE ADHESIVE, 3/4			
14.	30	roll	TAPE, MASKING, 24mm			
15.	20	pc	TRAY, IN/OUT, 2 LAYERS, FOR LEGAL SIZE PAPER, DOCUMENT DESK ORGANIZER, METAL DESK TRAY 2 TRAYS, COLOR: BLACK HEIGHT (min): 7 inches WIDTH (min): 9.5 inches LENGTH (min): 14.5 inches			
			Delivery within 7 calendar days Delivery address: <i>PEA Tollway Compound, Aguinaldo Blvd, Coastal Road Paranaque City</i>			
<b>GRAND TOTAL IN PHILPPINE PESO:</b>						

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

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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**TERMS AND CONDITIONS** (Fill-out completely the required information):

1. Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
2. Availability of item/s: **Seven**
  - Delivery Within (7) calendar days (c.d.) upon receipt of Purchase Order (P.O.)
  - Pick-up
3. For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
4. Warranty period:
  - Not Applicable
  - Applicable warranty period shall be \_\_\_\_\_.
5. Indicate if quotation is:
  - VAT INCLUSIVE
  - NON-VAT (**ATTACH CERTIFICATION**)
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. Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
8. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VARIABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	1%	BIR Form 2306	2%	BIR Form 2307	1%	BIR Form 2306

**TECHNICAL SPECIFICATIONS**

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<b><i>==no additional requirement==</i></b>		

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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