



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9149447  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** COMMON OFFICE SUPPLIES FOR PEATC  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	22-09-0928	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	3
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	24/10/2022
<b>Approved Budget for the Contract:</b>	PHP 251,725.00	<b>Last Updated / Time</b>	24/10/2022 00:00 AM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	27/10/2022 17:00 PM
<b>Client Agency:</b>			
<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		

#### 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 PNO 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	COMMON OFFICE SUPPLIES FOR PEATC	See quotation form	1	Lot	251,725.00

#### 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** 22/10/2022

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>COMMON OFFICE SUPPLIES FOR PEATC</b>	PhilGEPS Ref. No.:	<b>9149447</b>
		Approved Budget for the Contract (ABC):	<b>₱ 251,725.00</b>
		Closing Date:	<b>27 OCTOBER 2022</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 (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
1.	30	piece	DATA FOLDER			
2.	50	roll	TAPE, MASKING, 24mm			
3.	300	roll	TAPE, TRANSPARENT, 24mm			
4.	50	roll	ELECTRICAL TAPE, BIG, 16m			
5.	90	pad	NOTEBOOK, STENOGRAPHER			
6.	35	pair	SCISSORS			
7.	100	book	RECORD BOOK, 300 PAGES			
8.	14	piece	PUNCHER			

Quoted by:

Signature Over Printed Name of Authorized Representative :	Position:
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9.	50	pad	NOTEPAD, STICK ON, 2x3			
10.	50	pad	NOTEPAD, STICK ON, 2x3			
11.	50	box	PAPER CLIP, VINYL/PLASTIC COATED, 50mm, 100 pcs/box			
12.	200	piece	ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE			
13.	250	piece	ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE			
14.	50	piece	CORRECTION TAPE			
15.	20	box	CONTINUOUS FORM 1 PLY, 280mm x 241mm			
16.	50	box	CLIP, BACKFOLD, 32mm, 12 pcs/box			
17.	50	box	CLIP, BACKFOLD, 25mm, 12 pcs/box			
18.	50	box	CLIP, BACKFOLD, 19mm 12 pcs/box			
19.	15	piece	FLASH DRIVE, 16GB			
20.	400	pack	TOILET TISSUE PAPER, 2-PLY, 100% RECYCLED, 12 rolls/pack			
21.	100	can	DISINFECTANT SPRAY, AEROSOL TYPE, at least 400g/can			
22.	30	piece	BROOM, SOFT (TAMBO)			
23.	100	bottle	CLEANER, TOILET AND URINAL			
24.	20	piece	TRASH CAN			
25.	150	bottle	LIQUID HAND SOAP, at least 500ml/bottle			
26.	150	can	INSECTICIDE, AEROSOL TYPE			
27.	20	piece	CUTTER, UTILITY KNIFE			
28.	1	piece	CLEARBOOK, at least 20 TRANSPARENT POCKETS, A4 SIZE			
			<b>COMPLIANT WITH THE MINIMUM TECHNICAL SPECIFICATIONS (page 3)</b>			
			Delivery within 7 calendar days Delivery address: <i>PEA Tollway Compound, Aguinaldo Blvd, Coastal Road Paranaque City</i>			
			<b>==NOTHING FOLLOWS==</b>			
<b>GRAND TOTAL IN PHILIPPINE 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:
  - Delivery                      Within   7   calendar days (c.d.) upon
  - Pick-up                         receipt of Purchase Order (P.O.)
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
VATABLE	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 (FILL OUT COMPLETELY)**

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<b>DATA FOLDER</b> <b>Dimension:</b> <ul style="list-style-type: none"> <li>• Width: 75mm (min)</li> <li>• Height: 230mm (min)</li> <li>• Length: 380mm (min)</li> </ul> <b>Material:</b> <ul style="list-style-type: none"> <li>• Clipboard: 2.5mm Thick (min)</li> <li>• Leatherette paper and/or polypropylene (PP) material made of linen design for outside cover</li> <li>• Coated paper for inside cover including spine portion</li> <li>• With all steel lever arch file mechanism and taglia lock</li> <li>• Spine is provided with finger ring and clear plastic pocket for label insert</li> <li>• Spine made of PVC gamuza/PP material or material of equivalent or superior quality</li> <li>• Assorted color: (red, green and maroon) one shade only</li> </ul>		
<b>TAPE, MASKING, 24mm</b>		
<b>TAPE, TRANSPARENT, 24mm</b>		
<b>ELECTRICAL TAPE, BIG, 16m (COLOR BLACK/BLUE/GREEN)</b>		
<b>NOTEBOOK, STENOGRAPHER</b>		

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<p><b>SCISSORS</b></p> <ul style="list-style-type: none"> <li>• For office stationery and household use.</li> <li>• Straight trimmers intended for cutting papers, plastic, cotton, rubber, leather, and other materials</li> <li>• Overall length: 160mm (min)</li> <li>• Thickness of the cutting blade: 1.70mm (min)</li> <li>• Length of metal handle (measured from the center of the binding rivet screw to the tip of the metal handle): 35mm (min)</li> <li>• Construction/Quality <ul style="list-style-type: none"> <li>➢ Blade shall be made of stainless steel</li> <li>➢ The tip of the cutting blade shall be blunt</li> <li>➢ Blades shall be flat and shall be joined by a binding rivet screw</li> <li>➢ Scissors shall be adjusted for proper contact along the entire length of the blade cutting edges and shall be free from defects and blemishes.</li> <li>➢ All scissors shall be furnished with asymmetrical or symmetrical bow handles made of rigid plastic/rubber</li> </ul> </li> <li>• Materials shall be free from any defects and imperfections which might affect the serviceability of the finished product.</li> </ul>		
<p><b>RECORD BOOK, 300 PAGES, minimum size: 214mm x 278mm</b></p>		
<p><b>PUNCHER</b></p> <ul style="list-style-type: none"> <li>• Punching capacity: 30 sheets of 70gsm multipurpose paper</li> <li>• With two-hole guide</li> <li>• Diameter of hole: 7mm (approx.)</li> <li>• Construction/Quality <ul style="list-style-type: none"> <li>➢ The operating lever, base and frame shall be connected to each other and be capable of smooth receptive operation.</li> <li>➢ Easy insertion of paper.</li> <li>➢ The distance between the two holes shall 70mm +-0.5mm) center to center.</li> <li>➢ The punching depth shall be 12mm (+-mm)</li> <li>➢ The puncher shall be provided with lever lock</li> <li>➢ The receptacle base shall not chip off, break, crack, warp or the like</li> </ul> </li> <li>• Design may vary</li> </ul>		
<p><b>NOTEPAD, STICK ON, 2x3</b></p>		
<p><b>NOTEPAD, STICK ON, 2x3</b></p>		
<p><b>PAPER CLIP, VINYL/PLASTIC COATED, 50mm, 100 pcs/box</b></p> <ul style="list-style-type: none"> <li>• Wire diameter: 1.0mm (min)</li> <li>• Length of clip: 50mm (min)</li> <li>• Total length of wire used: 155mm (min)</li> <li>• Assorted colors</li> <li>• Shall spring back into its original position when used and removed from 3mm thick stack of papers</li> </ul>		
<p><b>ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE</b></p>		
<p><b>ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE</b></p>		
<p><b>CORRECTION TAPE</b></p>		
<p><b>CONTINUOUS FORM 1 PLY, 280mm x 241mm</b></p>		

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<b>CLIP, BACKFOLD, 32mm, 12 pieces per box</b>		
<b>CLIP, BACKFOLD, 25mm, 12 pieces per box</b>		
<b>CLIP, BACKFOLD, 19mm 12 pieces per box</b>		
<b>FLASH DRIVE, 16GB</b> <ul style="list-style-type: none"> <li>• USB version 2.0/3.0 port compatible</li> <li>• Plug-n-play, with light indicator</li> <li>• With memory chip/board firmly embedded durable casing</li> <li>• With built-in USB interface cover (e.g., swivel, slide/retractable type)</li> <li>• With carrying strap (neck/wrist)</li> <li>• Product warranty: one (1) year</li> <li>• Brand shall be engraved/embossed/printed on the item. Printing shall not be easily removed when scratched.</li> </ul>		
<b>TOILET TISSUE PAPER, 2-PLY, 100% RECYCLED, 12 rolls/pack</b>		
<b>DISINFECTANT SPRAY, AEROSOL TYPE, at least 400g/can</b>		
<b>BROOM, SOFT (TAMBO)</b>		
<b>CLEANER, TOILET AND URINAL</b>		
<b>TRASH CAN</b> <ul style="list-style-type: none"> <li>• square, oval, or round shape</li> <li>• made of rigid plastic</li> <li>• thickness (min): 1.20mm</li> <li>• height (min): 225mm</li> <li>• full volume (up to the lid): 8.5 liters (min)</li> <li>• assorted colors</li> </ul>		
<b>LIQUID HAND SOAP, at least 500ml/bottle</b>		
<b>INSECTICIDE, AEROSOL TYPE</b> <ul style="list-style-type: none"> <li>• water based</li> <li>• quick kill contact and residual type</li> <li>• multi-insect killer</li> <li>• net content per can: 600ml (min)</li> </ul>		
<b>CUTTER, UTILITY KNIFE</b> <ul style="list-style-type: none"> <li>• general purpose snap off blade cutter/utility knife</li> <li>• with anti-slip grip plastic molded body</li> <li>• blade measurements: <ul style="list-style-type: none"> <li>➤ length: 100mm (+-2mm)</li> <li>➤ width: 16mm (+-2mm)</li> <li>➤ thickness: 0.40mm (+-0.02mm)</li> </ul> </li> <li>• with built-in blade snapper</li> <li>• with stainless steel blade sliding track</li> <li>• with safety screw locking mechanism</li> </ul>		
<b>CLEARBOOK, at least 20 TRANSPARENT POCKETS, A4 SIZE</b>		
Supplier should be able to provide samples when requested for evaluation purposes.		
Delivery within 7 calendar days Delivery address: <i>PEA Tollway Compound, Aguinaldo Blvd  Coastal Road Paranaque City</i>		

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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