



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	8769262
<b>Procuring Entity</b>	PHILIPPINE RECLAMATION AUTHORITY
<b>Title</b>	VARIOUS OFFICE SUPPLIES
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	22-06-0501	<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 308,580.00	<b>Document Request List</b>	5
<b>Delivery Period:</b>	15 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	21/06/2022
<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>	21/06/2022 00:00 AM
		<b>Closing Date / Time</b>	24/06/2022 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 can 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	Various Office Supplies	Refer to attached Quotation Form	1	Lot	308,580.00

#### 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).

Submission of proposals in hardcopy and the delivery of the items being procured is at:

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

**Created by** Angela Rodrigo

**Date Created** 20/06/2022

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 or SVP ₱50,000 or less)**

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

Project Name:	<b>VARIOUS OFFICE SUPPLIES</b>	PhilGEPS Ref. No.:	<b>8769262</b>
		Approved Budget for the Contract (ABC):	<b>₱ 308,580.00 ONLY</b>
		Closing Date:	<b>24 JUNE 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.	450	box	CLIP, Backfold, 19mm			
2.	600	box	CLIP, Backfold, 25mm			
3.	731	box	CLIP, Backfold, 32mm			
4.	1030	box	CLIP, Backfold, 50mm			
5.	195	box	FASTENER, metal, non-sharp edges			
6.	100	set	MARKER, fluorescent			
7.	80	pc	MARKER, permanent, Black			

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8.	80	pc	MARKER, permanent, Blue			
9.	80	pc	MARKER, permanent, Red			
10.	65	pc	MARKER, whiteboard, Black			
11.	65	pc	MARKER, whiteboard, Blue			
12.	65	pc	MARKER, whiteboard, Red			
13.	600	box	PAPER CLIP, vinyl/plastic coated, jumbo 50mm			
14.	45	pc	PUNCHER, heavy duty			
15.	460	roll	TAPE, transparent, 24mm			
16.	245	roll	TAPE, transparent, 48mm			
			Delivery within 15 calendar days Delivery address: <i>Bldg. 3 PNOC Compound Energy Center, Rizal Drive Bonifacio Global City Fort Bonifacio, Taguig City</i>			
<b>GRAND TOTAL IN PHILIPPINE PESO:</b>						



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

**TERMS AND CONDITIONS** (Fill-out completely the required information):

- Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
- Availability of item/s:
  - Delivery                      Within 15 calendar days (c.d.) upon
  - Pick-up                              receipt of Purchase Order (P.O.)
- For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
- Warranty period:
  - Not Applicable
  - Applicable warranty period shall be \_\_\_\_\_.
- Indicate if quotation is:
  - VAT INCLUSIVE
  - NON-VAT (**ATTACH CERTIFICATION**)
- 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.
- Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
- 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**

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>CLIP, Backfold, 19mm, 450 boxes</b></p> <ul style="list-style-type: none"> <li>All metal</li> <li>Clamping Length: 19mm (-1mm)</li> <li>Clamping Depth: 10mm (min.)</li> <li>Thickness of Metal: 0.20mm (min.)</li> <li>Diameter of Clip Handles: 1.0mm (min.)</li> <li>One (1) box, Twelve (12) pieces per box</li> </ul> 		
<p><b>CLIP, Backfold, 25mm, 600 boxes</b></p> <ul style="list-style-type: none"> <li>All metal</li> <li>Clamping Length: 25mm (-1mm)</li> <li>Clamping Depth: 13mm (min.)</li> <li>Thickness of Metal: 0.22mm (min.)</li> <li>Diameter of Clip Handles: 1.2mm (min.)</li> <li>One (1) box, Twelve (12) pieces per box</li> </ul>		
<p><b>CLIP, Backfold, 32mm, 731 boxes</b></p> <ul style="list-style-type: none"> <li>All metal</li> <li>Clamping Length: 32mm (-1mm)</li> <li>Clamping Depth: 14mm (min.)</li> <li>Thickness of Metal: 0.30mm (min.)</li> <li>Diameter of Clip Handles: 1.45mm (min.)</li> <li>One (1) box, Twelve (12) pieces per box</li> </ul>		
<p><b>CLIP, Backfold, 50mm, 1030 boxes</b></p> <ul style="list-style-type: none"> <li>All metal</li> <li>Clamping Length: 50mm (-1mm)</li> <li>Clamping Depth: 25mm (min.)</li> <li>Thickness of Metal: 0.33mm (min.)</li> <li>Diameter of Clip Handles: 1.85mm (min.)</li> <li>One (1) box, Twelve (12) pieces per box</li> </ul>		
<p><b>FASTENER, metal, non-sharp edges, 195 boxes</b></p> <ul style="list-style-type: none"> <li>For paper</li> <li>Metal, non-corroding</li> <li>Thickness: Base with Prongs and Compressor: 0.30mm</li> <li>Able to hold 25mm thick of Multipurpose Paper (70gsm)</li> <li>70mm between prongs</li> <li>With prongs forming an integral part of the base</li> <li>Fifty (50) sets per box</li> </ul> 		




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<p><b>MARKER, fluorescent, 100 sets</b></p> <ul style="list-style-type: none"> <li>• Barrel: Flat</li> <li>• Tip: Chisel point</li> <li>• Color: Three (3) assorted colors per set</li> <li>• Material and Structure: The barrel and the cap shall be made of plastic and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</li> <li>• Quality: Writing Performance: Fluorescent Marker shall continuously highlight for a distance of at least 100 meters under normal pressure and shall not show noticeable change in ink intensity.</li> <li>• Legibility of Highlighted Word: Fluorescent markers shall highlight a line, word or words, The highlighted line, word or words when reproduced thru fax, scanner and photocopier shall be legible.</li> <li>• Impact Resistance: The fluorescent marker shall not show any abnormalities in appearance and highlighting performance.</li> <li>• Brand shall be engraved/embossed/printed on the item</li> <li>• Packaging: Three (3) color per set</li> </ul> 		
<p><b>MARKER, permanent (Black, Blue, Red 80 pcs each)</b></p> <ul style="list-style-type: none"> <li>• Ink Color: Black, Blue, Red</li> <li>• Tip: Felt, bullet type</li> <li>• Point: Medium</li> <li>• Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</li> </ul> 		
<p><b>MARKER, whiteboard (Black, Blue, Red, 65 pcs each)</b></p> <ul style="list-style-type: none"> <li>• Ink Color: Black, Blue, Red</li> <li>• Tip: Felt, bullet type</li> <li>• Brand shall be engraved/embossed/printed on the item</li> <li>• Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</li> </ul> 		

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<p><b>PAPER CLIP, vinyl/plastic coated, jumbo 50mm, 600 boxes</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>• One hundred (100) pieces per box or 120 grams (min) (net of box)</li> </ul> 		
<p><b>PUNCHER, heavy duty, 45 pcs</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/ Structure <ul style="list-style-type: none"> <li>○ The operating lever, base and frame shall be connected to each other and be capable of smooth repetitive operation</li> <li>○ Easy insertion of paper.</li> <li>○ The distance between the two holes shall be 70mm (<math>\pm 0.5</math>mm) center-to-center.</li> <li>○ The punching depth shall be 12mm (<math>\pm 1</math>mm)</li> <li>○ The puncher shall be provided with a lever lock</li> <li>○ The receptacle base shall not chip off, break, crack, warp or the like</li> </ul> </li> <li>• Individually packed</li> </ul> 		
<p><b>TAPE, transparent, 24mm, 460 rolls</b></p> <ul style="list-style-type: none"> <li>• Width: 24mm (<math>\pm 1</math>mm)</li> <li>• Usable Length: 50 meters</li> <li>• Base Material: Biaxially-oriented Polypropylene</li> <li>• Adhesion Strength: 6N/24mm (min)</li> <li>• Breaking Strength: 14N/24mm (min)</li> </ul> 		

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**TAPE, transparent, 48mm, 245 rolls**

- Width: 48mm ( $\pm 1$ mm)
- Usable Length: 50 meters
- Base Material: Biaxially-oriented Polypropylene
- Adhesion Strength: 6N/24mm (min)
- Breaking Strength: 14N/24mm (min)



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