



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8731367  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** DATA FILE BOXES, DATA FOLDERS, DOCUMENTARY BOXES, DOCUMENTARY/DATA FOLDERS WITH PRA LOGO  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	22-06-0469	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	7
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	07/06/2022
<b>Approved Budget for the Contract:</b>	PHP 997,500.00	<b>Last Updated / Time</b>	07/06/2022 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	10/06/2022 17:00 PM
<b>Client Agency:</b>			
<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		

#### 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	Data File Boxes & Folders, Doc Boxes & Folders	Refer to attached Quotation Form	1	Lot	997,500.00

**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.

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** 06/06/2022

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>DATA FILE BOXES, DATA FOLDERS, DOCUMENTARY BOXES, DOCUMENTARY/DATA FOLDERS WITH PRA LOGO</b>	PhilGEPS Ref. No.:	<b>8731367</b>
		Approved Budget for the Contract (ABC):	<b>Php 997,500.00</b>
		Closing Date:	<b>10 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.	220	pc	Data File Box			
2.	650	pc	Data Folder			
3.	1800	pc	Documentary Box			
4.	100	pc	Documentary/Data Folder w/ PRA Logo			
			Refer to Technical Specifications			
<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 30 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**

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>1. DATA FILE BOX, 220 pcs</b></p> <ul style="list-style-type: none"> <li>- Brand New</li> <li>- With closed ends</li> <li>- Minimum Outside dimension: 125mm (Width) x 230mm (Height) x 400mm (Length) minimum</li> <li>- Material: chipboard: 3mm thick (min); leatherette paper for outside cover and coated paper for inside cover</li> <li>- Front of the box: with finger ring and pocket for label holder</li> <li>- Color: RED</li> </ul> 		

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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**2. DATA FOLDER, 220 pcs**

- Brand New
- Minimum Dimension: 75mm (Width) x 230mm (Height) x 380mm (Length) minimum
- Material: chipboard 2.5mm thick minimum
- Material for outside cover: leatherette paper and/or Polypropylene (PP) material made of linen design
- Material for inside cover: coated paper
- With all steel lever arch file mechanism and taglia lock
- Spine is provided with finger ring and clear plastic pocket for label insert
- Spine made of PVC gamuza/PP material or material of equivalent or superior quality
- Color: RED



**3. DOCUMENTARY BOX, 1800 pcs**

- Brand New
- With cover, pocket and ring
- Made of imported book cover
- Minimum Outside dimension: 11 1/2" x 15 1/2" x 5 3/4"
- Chip board #15 inside support
- Chip board #30 on sides and front
- Color: RED



Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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**4. DOCUMENTARY/DATA FOLDER W/ PRA LOGO, 100 pcs**

- Brand New
- With logo in front and on the spine
- Minimum Dimension: 55mm (Width) x 370mm (Height) x 280mm (Length) minimum
- Material: chipboard 2.5mm thick minimum
- Material for outside cover: leatherette paper and/or Polypropylene (PP) material made of linen design
- Material for inside cover including spine portion: coated paper
- With all steel lever arch file mechanism and taglia lock
- Spine is provided with finger ring and clear plastic pocket for label insert
- Spine made of PVC gamuza/PP material or material of equivalent or superior quality
- Color: NAVY BLUE



**Delivery Address:**

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

**Supplier must be able to provide sample when requested for evaluation purposes.**

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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