



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8747121
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title FOLDER PRESSBOARD, FOLDER TAGBOARD AND FILE TAB DIVIDER
Area of Delivery Metro Manila

Solicitation Number:	22-06-0495	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 289,350.00	Document Request List	10
Delivery Period:	30 Day/s		
Client Agency:		Date Published	13/06/2022
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	Last Updated / Time	13/06/2022 00:00 AM
		Closing Date / Time	16/06/2022 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	FOLDER PRESSBOARD, FOLDER TAGBOARD, FILE TAB DIVID	Refer to attached Quotation Form	1	Lot	289,350.00

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 PNO Compound
Energy Center, Rizal Drive
Bonifacio Global City
Fort Bonifacio, Taguig City

Created by Angela Rodrigo

Date Created 10/06/2022

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

7th 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:	FOLDER PRESSBOARD, FOLDER TAGBOARD AND FILE TAB DIVIDER	PhilGEPS Ref. No.:	8747121
		Approved Budget for the Contract (ABC):	₱ 289,350.00
		Closing Date:	16 JUNE 2022

INSTRUCTIONS:

<ol style="list-style-type: none"> 1. Do not alter the contents of this form in any way. 2. Bidder shall provide correct and accurate information required in this form. 3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative. 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. 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). 6. Indicate the brand name of the offered item/s (if applicable). 7. The Technical Specifications must be complied with. Failure to do so shall render the quotation ineligible/disqualified. 8. For EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES, attach appropriate documents to the said effect. 9. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). ONLINE SUBMISSION IS PREFERRED. 10. Quotations, including documentary requirements, received after the Closing Date/Deadline shall not be accepted. 11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 	<p><u>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</u></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.	5440	pcs	Folder Pressboard			
2.	1920	pcs	Folder with Tab (Tagboard), Legal			
3.	1060	set	File Tab Divider, A4			
4.	1135	set	File Tab Divider, Legal			
GRAND TOTAL IN PHILIPPINE PESO:						

*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 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
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>FOLDER PRESSBOARD, 5440 pcs</p> <ul style="list-style-type: none"> Material: Heavy Duty Paper board Size: 369mm x 242mm (-5mm) Thickness: 0.40mm (min.) Basis Weight: 312gsm (min.) Accordion-pleat Gusset: Latex Paper/PVC Bookbinder/Book Cloth/Paper Cloth Color: Green and Cream Expansion: 39mm (-3mm) 		

Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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FOLDER WITH TAB (TAGBOARD), LEGAL, 1920 pcs

- Material: tagboard/carrier/foldcote/cupstock board
- For legal size documents
- Leaf Dimension: 240mm x 365mm (±1mm)
- Tab: 13mm (±2mm)
- Scoring: 20mm from edge of folder (±2mm)
- The folder shall be smooth-finished and non-blot on both sides using a permanent marker
- Other Physical Property:
 - Grammage, g/m²: 308 (-5%)
 - Thickness, mm: 0.35 (min)
 - Tearing Resistance, mN, MD + CD: 2940 (min)
 - Stiffness, mN.m, (Taber) MD+ CD: 13 (min)



FILE TAB DIVIDER, A4, 1060 set

- For 210mm x 297mm (A4 size) documents
- Material: Bristol Board
- Size (min):
 - Leaf: Length: 297mm and Width: 210mm
 - Tab: Length: 65mm and Width: 12mm
- Basis Weight: 153gsm (-5%)
- Thickness: 0.22mm (min.)
- Five (5) colors per set
- Ten (10) sets per pack each set is individually wrapped in clear plastic



Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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FILE TAB DIVIDER, LEGAL, 1135 set

- For legal size documents
- Material: Bristol Board
- Size (min)
 - Leaf: Length 330mm and Width 216mm
 - Tab: Length 68mm and Width 15mm
- Basis Weight: 153gsm (-5%)
- Thickness: 0.22mm (min)
- Five (5) colors per set
- Ten (10) sets per pack each set is individually wrapped in clear plastic



Quoted by:

Signature Over Printed Name of Authorized Representative :		Position:	
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