



Philippine Reclamation Authority (PRA)

7th. Floor, Legaspi Towers 200, 107 Paseo de Roxas, Makati City
Tel. No. 459-5000 loc. 7203

INVITATION TO SUBMIT QUOTATION

Quotation Issue Date: **September 18, 2020**

Quotation Closing Date: **September 25, 2020**

Approved Budget for the Contract (ABC): **Php 300,000.00**

Description of Goods and Quantity Required: **600 pcs. DOCUMENTARY BOX, Brand New**

Documentary Requirements:

1. Quotation Form
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit¹

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

Good day!

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

Please fill up the attached quotation form and submit the same with the complete requirements indicated in the said form. You can send it to PRA Office or thru email (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.

Note: ¹Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

Thank you.

ANGELA E. RODRIGO
BAC Secretariat Member
Philippine Reclamation Authority



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QUOTATION FORM

_____ Date

SUPPLIER: _____

PhilGEPS Registry No. _____

ADDRESS: _____

WEBSITE: _____

TEL. NO.: _____

E-MAIL: _____

TIN NO.: _____

INSTRUCTIONS:

1. Fill in all the blanks and place checkmarks on applicable boxes.
2. 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).
3. Indicate the brand name of the offered item/s and delivery charges (if applicable).
4. In case you are the **exclusive manufacturer, distributor or agent** in the Philippines, attach appropriate documents to the said effect.
5. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). **ONLINE SUBMISSION IS PREFERRED.**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (If Applicable)	UNIT PRICE *	TOTAL AMOUNT *
1.	600	pcs.	DOCUMENTARY BOX, BRAND NEW			
			(See next page for specifications)			
			Delivery Period: Thirty (30) calendar days			
			== NOTHING FOLLOWS ==			

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

Terms and Conditions:

1. Payment shall be in the form of **Company Check** and price validity shall be **30 calendar days**.
2. Availability of item/s: delivery pick-up within _____ calendar days upon receipt of Purchase Order (P.O.).
3. Warranty period: Not Applicable Applicable warranty period shall be _____.
4. Please indicate if quotation is: VAT inclusive Non-VAT.
5. Supplier/s must submit a copy of the following documents per 2016 Revised IRR of R.A. 9184: valid **PhilGEPS Registration Number and Mayor's/Business Permit**.
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. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	VAT Taxpayer	Non-VAT Taxpayer
Expanded Withholding TAX	2%	2%
Gross Money Payment	5%	3%
TOTAL	7%	5%

QUOTED BY:

Signature

Printed Name

Position

TECHNICAL SPECIFICATIONS (Please Fill Out)

600 pcs. DOCUMENTARY BOX, BRAND NEW
Approved Budget for the Contract (ABC): Php 300,000.00

PURPOSE:

- For use of PRA officers and employees.

Specifications	Comply/Not Comply	Remarks
1. Brand new		
2. w/ cover, pocket and ring		
3. made of imported book cover		
4. outside dimension 11 ½ inches x 15 ½ inches x 5 ¾ inches		
5. chip board #15 inside support		
6. chip board #30 on sides and front		
7. color: RED		
8. delivery period: thirty (30) calendar days		
-- Nothing Follows--		

Name and Signature of Bidder : _____
Position : _____
Company Name : _____
Date : _____