



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 22, 2020**

Quotation Closing Date: **September 29, 2020**

Approved Budget for the Contract (ABC): **Php 112,000.00**

Description of Goods and Quantity Required: **20,000 pcs. of Envelope, Mailing, with Logo**

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.	20,000	Pcs.	Envelope, Mailing, with Logo Color: White Quality: Bond Paper Basic Weight: 80 gsm Front Seal Adhesive: Remoistenable gum front seals reactivate with moisture Envelop Size: Width: 105mm (-3mm) Length: 241mm (-3mm) Packaging: 500 pcs/box			
			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
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