



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7342078
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title LETTERHEAD, 1ST AND 2ND PAGES
Area of Delivery Metro Manila

Solicitation Number:	20-11-0781	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	3
Classification:	Goods	Bid Supplements	1
Category:	Office Supplies and Devices		
Approved Budget for the Contract:	PHP 396,000.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:			
Contact Person:	Angela Estribor Rodrigo Project Management Officer B 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	Date Published	10/12/2020
		Last Updated / Time	21/12/2020 09:57 AM
		Closing Date / Time	29/12/2020 17:00 PM

Description

NO. QTY. UNIT DESCRIPTION
 1. 160 reams 1st PAGE OF LETTERHEAD, 500 sheets per ream
 - 120 gsm
 - color: ivory
 - 210 mm x 297 mm (A4)
 - With print (see sample attached)
 2. 120 reams 2nd PAGE OF LETTERHEAD, 500 sheets per ream
 - 120 gsm
 - color: ivory
 - 210 mm x 297 mm (A4)
 - With print (see sample attached)
 Coordinate with our office for actual samples if needed
 Delivery period: 30 calendar days

 Quotation Issue Date: December 10, 2020
 Quotation Closing Date: December 17, 2020
 Approved Budget for the Contract (ABC): Php 396,000.00

Description of Goods and Quantity Required: LETTERHEAD, 1ST AND 2ND PAGES

Documentary Requirements:

1. Quotation Form
2. PhilGEPs Registration Number¹
3. Valid Business/ Mayor's Permit^{1,2}

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:

1Valid PhilGEPs Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPs Registration Number.

2Expired 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.

Remarks

Extension of deadline due to not meeting the required number of quotations.

Created by Angela Estribor Rodrigo

Date Created 09/12/2020

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.



Philippine Reclamation Authority (PRA)

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

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.	160	reams	1st PAGE OF LETTERHEAD, 500 sheets per ream			
			- 120 gsm - color: ivory - 210 mm x 297 mm (A4) - With print (see sample attached)			
2.	120	reams	2nd PAGE OF LETTERHEAD, 500 sheets per ream			
			- 120 gsm - color: ivory - 210 mm x 297 mm (A4) - With print (see sample attached)			
			Coordinate with our office for actual samples if needed			
			Delivery period: 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



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) 8459-5000 • Facsimile No.: (02) 8815-2662
Website: www.pea.gov.ph • Email: info@pea.gov.ph

