



# 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: **December 15, 2020**

Quotation Closing Date: **December 22, 2020**

Approved Budget for the Contract (ABC): **Php 60,390.00**

Description of Goods and Quantity Required: **366 pcs DATA FOLDER**

Documentary Requirements:

1. Quotation Form
2. PhilGEPS Registration Number<sup>1</sup>
3. Valid Business/ Mayor's Permit<sup>1,2</sup>

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

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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](mailto: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](mailto:bac@pea.gov.ph).

Note: <sup>1</sup>**Valid PhilGEPS Certificate of Platinum Membership** may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

<sup>2</sup>Expired 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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Tel. No. 459-5000 loc. 7203

## QUOTATION FORM

\_\_\_\_\_ Date

SUPPLIER: \_\_\_\_\_

PhilGEPS Registry No. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

TIN NO.: \_\_\_\_\_

### INSTRUCTIONS:

- Fill in all the blanks and place checkmarks on applicable boxes.
- 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).
- Indicate the brand name of the offered item/s and delivery charges (if applicable).
- In case you are the **exclusive manufacturer, distributor or agent** in the Philippines, attach appropriate documents to the said effect.
- 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.	366	pcs	<b>DATA FOLDER</b>			
			(See attached specifications)			
			Bidder must submit to the BAC the following, on or before the closing date of submission: - Two (2) pcs prototype sample - Two (2) swatches [Chipboard (2" x 2")] - Two (2) sheets inside and outside cover			
			<b>Delivery Period:</b> Thirty (30) calendar days			
			== NOTHING FOLLOWS ==			

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

### Terms and Conditions:

- Payment shall be in the form of **Company Check** and price validity shall be **30 calendar days**.
- Availability of item/s:  delivery  pick-up within \_\_\_\_\_ calendar days upon receipt of Purchase Order (P.O.).
- Warranty period:  Not Applicable  Applicable warranty period shall be \_\_\_\_\_.
- Please indicate if quotation is:  VAT inclusive  Non-VAT.
- 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**.
- 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.
- 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%
<b>TOTAL</b>	<b>7%</b>	<b>5%</b>

QUOTED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

## DATA FOLDER

### PRODUCT SPECIFICATIONS

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- Dimension:
  - Width: 75mm (min)
  - Height: 230mm (min)
  - Length: 380mm (min)
- Material:
  - Chipboard: 2.5mm thick (min)
  - Leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover
  - Coated paper for inside cover including spine portion
- 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)

### EVIDENCE AND VERIFICATION

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- Two (2) pieces prototype sample, two (2) swatches [Chipboard (2"x2")] and two (2) sheets inside and outside cover, A4 size shall be submitted to the BAC during ***opening of bids*** for verification of the product specifications.

### PACKAGING

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- Six (6) pieces per bundle.

### MARKING/LABELING

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- ***Shall conform with the Consumer Act of the Phil. (RA 7394)***



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7359852  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** 366 pcs DATA FOLDER  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	366 pcs DATA FOLDER	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Supplies and Devices		
<b>Approved Budget for the Contract:</b>	PHP 60,390.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	15/12/2020
<b>Contact Person:</b>	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	<b>Last Updated / Time</b>	14/12/2020 17:40 PM
		<b>Closing Date / Time</b>	22/12/2020 17:00 PM

#### Description

NO. QTY. UNIT DESCRIPTION

1. 366 pcs DATA FOLDER

(See attached specifications)

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Thank you.

**Created by** Angela Estribor Rodrigo

**Date Created** 14/12/2020

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.