



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 29, 2020**

Approved Budget for the Contract (ABC): **Php 323,000.00**

Description of Goods and Quantity Required: **17 units MULTI-FUNCTION PRINTER A4 (INK TANK SYSTEM)**

Documentary Requirements:

1. Quotation Form
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit¹
4. Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership)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 refer to the attached Quotation Form and Terms of Reference.

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.go.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: ¹**Valid PhilGEPS Certificate of Platinum Membership** may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

²**Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted**, subject to submission of the notarized OSS 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



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: _____

TEL. NO.: _____

TIN NO.: _____

WEBSITE: _____

E-MAIL: _____

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.	Seventeen (17)	units	Multi-Function Printer A4 (Ink Tank System)			
			(See attached specifications)			
			NOTE: With two (2) extra ink bottle (Black, Cyan, Magenta and Yellow)			
			Delivery Period: 45 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 Certificate/Registration Number, Mayor's/Business Permit, and Omnibus Sworn Statement with Secretary Certificate (for Corporate and Partnership)**.
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)

**MULTI-FUNCTION PRINTER A4 (INK TANK SYSTEM)
Approved Budget for the Contract (ABC): Php 323,000.00**

<u>Minimum</u> Specifications/ Features	Comply/Not Comply	Remarks
1. Functions: Print, Copy, Scan, with ADF		
2. Print Speed (A4): 10 pages per minute (ppm) or higher		
3. Copy Speed (A4): 10 pages per minute (ppm) or higher		
4. Scan Speed (Flatbed/ADF): 4 pages per minute (ppm) or higher		
5. Paper Handling Input: 100-sheet input; Output: 30-sheets output		
6. Type: Plain paper, Matte Brochure Papers, Glossy Brochure Papers, Photo Papers, Envelopes		
7. Paper Sizes (Supported): A4, Folio, DL envelope, Legal, Letter		
8. Connectivity		
• USB 2.0		
• Wi-Fi: IEEE 802.11b/g/n		
9. Compatible Operating Systems: Windows 10 (32/64 bit)		
10. Warranty: One (1) year		
11. Vendor Certification: Certification from hardware manufacturer or authorized representative that the bidder/supplier is an authorized Philippine reseller (ATTACH SUPPORTING DOCUMENTS)		
12. MFP Printer A4 Ink Bottle		
• 2x Black: 4000 or higher page yields		
• 2x Cyan: 7500 or higher page yields		
• 2x Magenta: 7500 or higher page yields		
• 2x Yellow: 7500 or higher page yields		

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



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7360993
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title 17 units MULTI-FUNCTION PRINTER A4 (INK TANK SYSTEM)
Area of Delivery Metro Manila

Solicitation Number:	17 units MULTI-FUNCTION PRINTER A4 (INK TANK SYST	Status	In-Preparation
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Information Technology	Date Published	15/12/2020
Approved Budget for the Contract:	PHP 323,000.00	Last Updated / Time	14/12/2020 22:52 PM
Delivery Period:	45 Day/s	Closing Date / Time	29/12/2020 17:00 PM
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		

Description

1. Seventeen (17) units Multi-Function Printer A4 (Ink Tank System)
 (See attached specifications)
 NOTE: With two (2) extra ink bottle (Black, Cyan, Magenta and Yellow)
 Delivery Period: 45 calendar days

 Quotation Issue Date: December 15, 2020
 Quotation Closing Date: December 29, 2020
 Approved Budget for the Contract (ABC): Php 323,000.00
 Description of Goods and Quantity Required: 17 units MULTI-FUNCTION PRINTER A4 (INK TANK SYSTEM)

Documentary Requirements:

1. Quotation Form
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit¹
4. Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership)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 refer to the attached Quotation Form and Terms of Reference.

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.

2Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

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.