



# 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 540,000.00**

Description of Goods and Quantity Required: **6 sets Air Purifiers / Disinfection, Brand New**

Documentary Requirements:

1. Quotation Form
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit<sup>1</sup>
4. Omnibus Sworn Statement, and with Secretary Certificate if applicable<sup>2</sup>
5. Latest Income/Business Tax Return

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 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](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.

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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>**Unnotarized Omnibus Sworn Statement with Secretary Certificate (if applicable) may be submitted**, subject to submission of the notarized OSS after award of contract but before payment.

Thank you.

**ANGELA E. RODRIGO**  
BAC Secretariat Member  
Philippine Reclamation Authority



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

## QUOTATION FORM

|                       |       |          |       |
|-----------------------|-------|----------|-------|
| SUPPLIER:             | _____ | Date     | _____ |
| 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<br>(If Applicable) | UNIT PRICE * | TOTAL AMOUNT * |
|-----|------------|------|---|-------------------------------|--------------|----------------|
| 1.  | Six<br>(6) | sets | Air Purifier / Disinfection, Brand New                  |                               |              |                |
|     |            |      | - See attached specifications<br>- With 1-year warranty |                               |              |                |
|     |            |      | <b>Delivery Period:</b> fifteen (15) calendar days      |                               |              |                |
|     |            |      | <b>== NOTHING FOLLOWS ==</b>                            |                               |              |                |
|     |            |      |   |                               |              |                |

- 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, Omnibus Sworn Statement with Secretary Certificate (for Corporate and Partnership), and Latest Income/Business Tax Return.**
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%               |
| <b>TOTAL</b>             | <b>7%</b>    | <b>5%</b>        |

QUOTED BY:

\_\_\_\_\_  
Signature Printed Name Position

## TERMS OF REFERENCE

### I. OBJECTIVE:

To provide a clean, healthy and breathable air, in the, prevention of the spread of viruses/bacteria/unpleasant odors in the Philippine Reclamation Authority Main Office.

### II. PROJECT TITLE

Supply and Delivery of six (6) units of Air Purifiers for the PRA Head Office.

### III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT (ABC)

| Item                              | Quantity | Unit Cost        | Total ABC (Php)       |
|-----------------------------------|----------|------------------|-----------------------|
| <b>Air Purifier/ Disinfection</b> | <b>6</b> | <b>90,000.00</b> | <b>Php 540,000.00</b> |

*NOTE: The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder's financial proposal.*

### IV. TECHNICAL SPECIFICATIONS

| <b>AIR PURIFIER / DISINFECTION</b> |   |
|------------------------------------|---|
| Capacity (room size)               | <b>Min. 70 square meters</b>  |
| Sound Level                        | <b>Ranging from: 20 to 62 dB(A)</b>   |
| Filtration Accuracy                | <b>PM2.5 &amp; ultra-fine particles down to at least 0.3 microns</b>  |
| Electrical Data                    | <b>Ranging from: 15W to 100W / 220-240 Volts</b>  |
| Wind Speed                         | <b>Off / Low / Medium / High or equivalent with timer</b>   |
| Maintenance                        | <b>Washable, reusable and replaceable heavy-duty filters</b>  |
| Air Purification                   | <b>Can absorb today's common gaseous pollutants like Volatile Organic Compounds (VOCs), traffic exhaust, smog, odors, smoke and airborne chemicals through high amounts of activated carbon</b> |
| Others                             | <b>EPA Compliant &amp; Ozone-safe<br/>User Manual – provided<br/>Power Cord – provided</b>  |

### V. TERMS AND CONDITIONS

- a. Deliver the requirements at the given office address below:

**General Services Division/Administrative Services Department**  
**PHILIPPINE RECLAMATION AUTHORITY**  
7<sup>th</sup> floor Legaspi Towers 200 Condominium  
107 Paseo de Roxas, Makati City  
Tel No. 8459-5000

- b. The winning bidder shall deliver the items within fifteen (15) calendar days from receipt of the Purchase Order.
- c. The items shall be inspected by the Property Officer upon delivery.
- d. Strict observance and application of health protocols at all times in the delivery of air purifiers inside the Legaspi Towers 200 Condominium Building and Philippine Reclamation Authority premises.

VI. **TERMS OF PAYMENT**

- a. The PRA shall pay the supplier within **seven (7) working days** upon receipt of the original signed Statement of Account, or billing statement and upon completion of all the deliverables/documentary requirements.

VII. **WARRANTY**

- a. Free from latent and patent defects.
  - b. Brand new items.
  - c. 1-year warranty with replacement for defective items.
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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7361038  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** 6 sets Air Purifiers / Disinfection, Brand New  
**Area of Delivery** Metro Manila

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 6 sets Air Purifiers / Disinfection, Brand New   | <b>Status</b>                | <b>Pending</b>      |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   | <b>Associated Components</b> | 2                   |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)   | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods  | <b>Document Request List</b> | 0                   |
| <b>Category:</b>                         | General Merchandise  | <b>Date Published</b>        | 15/12/2020          |
| <b>Approved Budget for the Contract:</b> | PHP 540,000.00   | <b>Last Updated / Time</b>   | 14/12/2020 23:13 PM |
| <b>Delivery Period:</b>                  | 15 Day/s   | <b>Closing Date / Time</b>   | 29/12/2020 17:00 PM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | Angela Estribor Rodrigo<br>Project Management Officer B<br>7th Flr., Legaspi Tower 200,<br>107 Paseo de Roxas,<br>Legaspi Village<br>Makati City<br>Metro Manila<br>Philippines 1226<br>63-2-84595000 Ext.7203<br><br>bac@pea.gov.ph |                              |                     |

#### Description

1. Six (6) sets Air Purifier / Disinfection, Brand New  
 - See attached specifications  
 - With 1-year warranty  
 Delivery Period: fifteen (15) calendar days  
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**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.