



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9617572  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** VARIOUS SUPPLIES  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 22-03-0292	<b>Status</b>	<b>Active</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>	1
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Office Supplies and Devices		
<b>Approved Budget for the Contract:</b> PHP 225,740.00	<b>Document Request List</b>	4
<b>Delivery Period:</b> 15 Day/s		
<b>Client Agency:</b>	<b>Date Published</b>	29/03/2023
<b>Contact Person:</b> Angela Rodrigo BAC Secretariat Member PNOC Bldg. 3, PNOC Compound Energy Center, Rizal Drive Bonifacio Global City Taguig City Metro Manila Philippines 63-2-84595000 Ext.7202 bac@pea.gov.ph	<b>Last Updated / Time</b>	29/03/2023 00:00 AM
	<b>Closing Date / Time</b>	03/04/2023 17:00 PM

#### Description

-- SEE ATTACHED QUOTATION FORM FOR THE PARTICULARS --

ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION:

1. Valid PhilGEPS Registration Number
2. Valid Mayor's/Business Permit

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

Good day!

May we invite you to submit a quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill out the attached quotation form and submit the same with the required supporting documents. You may send it in hardcopy to PRA Temporary Office Located at:

Bldg. 3 PNOC Compound  
Energy Center, Rizal Drive  
Bonifacio Global City  
Fort Bonifacio, Taguig City

You may also email your proposal to bac@pea.gov.ph for the attention of BAC Secretariat. 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).

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Various Supplies	For Office. See Quotation Form	1	Lot	225,740.00

**Other Information**

Email [bac@pea.gov.ph](mailto:bac@pea.gov.ph) for your online submission or queries related to this procurement. The advertisement is also posted at [www.pea.gov.ph](http://www.pea.gov.ph).

Submission of proposals in hardcopy is at:  
Bldg. 3 PNOC Compound  
Energy Center, Rizal Drive  
Bonifacio Global City  
Fort Bonifacio, Taguig City

**Created by** Angela Rodrigo

**Date Created** 28/03/2023

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**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**PHILIPPINE RECLAMATION AUTHORITY**

7<sup>th</sup> floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati  
Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662  
Website: www.pea.gov.ph • Email: info@pea.gov.ph

**REQUEST FOR QUOTATION (Shopping or SVP ₱50,000 or less)**

Project Information:		Approved Budget for the Contract (ABC):	<b>₱ 225,740.00 ONLY</b>
Project Name:	<b>VARIOUS SUPPLIES</b>	Quotation Issue Date:	<b>29 March 2023</b>
PhilGEPS Ref. No.:	<b>9617572</b>	Quotation Closing Date:	<b>03 April 2023</b>

**INSTRUCTIONS:**

<ol style="list-style-type: none"><li>Do not alter the contents of this form in any way.</li><li>Bidder shall provide correct and accurate information required in this form.</li><li>Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative.</li><li>If another form is used other than this RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions of this RFQ.</li><li>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).</li><li>Indicate the brand name of the offered item/s (if applicable).</li><li>The Technical Specifications <b>must be complied with</b>. Failure to do so shall render the quotation ineligible/disqualified.</li><li>For <b>EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES</b>, attach appropriate documents to the said effect.</li><li>E-mail duly accomplished form and documentary requirements to bac@pea.gov.ph or submit them in hard copy to PRA Office (BAC Secretariat).</li><li>Quotations, including documentary requirements, received after the <b>Quotation Closing Date</b> shall not be accepted.</li><li>Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li></ol>	<p><b>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</b></p> <ul style="list-style-type: none"><li>✓ Valid PhilGEPS Registration Number</li><li>✓ Valid Mayor's/Business Permit</li></ul> <p><i>(Per 2016 Revised IRR of R.A. 9184)</i></p>
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**SUPPLIER INFORMATION (Fill-out completely):**

Company Name:		PhilGEPS Reg. No.:	
		TIN:	
Address:		Email Address:	
		Contact Number:	

**OFFICIAL QUOTATION FROM THE SUPPLIER:**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
1.	20	Pack	BATTERY, dry cell, size AA			
2.	13	Pack	BATTERY, dry cell, size AAA			
3.	14	Pack	BATTERY, dry cell, size D			
4.	26	Box	ENVELOPE, documentary, legal			
5.	81	Piece	ENVELOPE, expanding, plastic			

Authorized Representative:		
Signature Over Printed Name	Position	Date

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
6.	188	Set	MARKER, fluorescent			
7.	110	Piece	MARKER, whiteboard, Black			
8.	110	Piece	MARKER, whiteboard, Blue			
9.	110	Piece	MARKER, whiteboard, Red			
10.	889	Pad	NOTEPAD, stick-on, 2" x 3"			
11.	1040	Pad	NOTEPAD, stick-on, 3" x 3"			
12.	889	Pad	NOTEPAD, stick-on, 3" x 4"			
13.	186	Piece	SCISSORS, symmetrical/ asymmetrical			
14.	51	Roll	TAPE, electrical			
15.	111	Roll	TAPE, MASKING, 48mm			
16.	223	Roll	TAPE, PACKAGING, 48mm			
17.	63	Piece	WASTEBASKET			
18..	192	Piece	NOTEBOOK, stenographer			
			Delivery within 15 calendar days Delivery address: <i>Bldg. 3 PNO Compound Energy Center, Rizal Drive Bonifacio Global City Fort Bonifacio, Taguig City</i>			
<b>GRAND TOTAL IN PHILPPINE PESO:</b>						

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


Authorized Representative:		
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**TERMS AND CONDITIONS** (Fill-out completely the required information):




1. Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
2. Availability of item/s:
  - Delivery Within 15 calendar days (c.d.) upon
  - Pick-up receipt of Purchase Order (P.O.)
3. For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
4. Warranty period:
  - Not Applicable
  - Applicable warranty period shall be \_\_\_\_\_.
5. Indicate if quotation is:
  - VAT INCLUSIVE
  - NON-VAT (**ATTACH CERTIFICATION**)
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. Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
8. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VATABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	1%	BIR Form 2306	2%	BIR Form 2307	1%	BIR Form 2306



**TECHNICAL SPECIFICATIONS**

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>BATTERY, dry cell, size AA</b></p>  <p>(sample)</p> <ul style="list-style-type: none"> <li>• 1.5 volts</li> <li>• Alkaline</li> <li>• No mercury and cadmium added</li> <li>• For use in high drain devices, e.g. high-powered flashlight, transistor radio, mini fan, portable hand tools, etc.</li> <li>• Brand and shelf life shall be engraved/embossed/ printed on the item</li> <li>• Two (2) pieces per blister pack</li> <li>• Quantity: 20 packs</li> </ul>		

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MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>BATTERY, dry cell, size AAA</b></p>  <p>(sample)</p> <ul style="list-style-type: none"> <li>• 1.5 volts</li> <li>• Alkaline</li> <li>• No mercury and cadmium added</li> <li>• For use in high drain devices, e.g. high-powered flashlight, transistor radio, mini fan, portable hand tools, etc.</li> <li>• Brand and shelf life shall be engraved/embossed/ printed on the item</li> <li>• Two (2) pieces per blister pack</li> <li>• Quantity: 13 packs</li> </ul>		
<p><b>BATTERY, dry cell, size D</b></p>  <p>(sample)</p> <ul style="list-style-type: none"> <li>• 1.5 volts</li> <li>• Alkaline</li> <li>• No mercury and cadmium added</li> <li>• For use in high drain devices, e.g. high-powered flashlight, transistor radio, mini fan, portable hand tools, etc.</li> <li>• Brand and shelf life shall be engraved/embossed/ printed on the item</li> <li>• Two (2) pieces per blister pack</li> <li>• Quantity: 14 packs</li> </ul>		
<p><b>ENVELOPE, documentary, legal</b></p> 		

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MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<ul style="list-style-type: none"> <li>• Kraft</li> <li>• For legal size documents</li> <li>• Size: 254mm x 381mm (-2mm)</li> <li>• Basic weight: 150gsm (-5%)</li> <li>• Thickness (min.): 0.22mm</li> <li>• Packaging: 1 box (500 pieces per box)</li> <li>• Quantity: 26 boxes</li> </ul>		
<p><b>ENVELOPE, expanding, plastic</b></p>  <p>(sample)</p> <ul style="list-style-type: none"> <li>• Material: polypropylene plastic</li> <li>• Secure heat-sealed joints</li> <li>• With elastic strap</li> <li>• Size {L x W} (min.): 380mm x 260mm</li> <li>• Thickness (min.): 0.50mm</li> <li>• Expansion (min.): 30mm</li> <li>• Assorted colors</li> <li>• Quantity: 81 pieces</li> </ul>		
<p><b>MARKER, fluorescent</b></p>  <p>(sample)</p> <ul style="list-style-type: none"> <li>• Barrel: Flat</li> <li>• Tip: Chisel point</li> <li>• Color: Three (3) assorted colors per set</li> <li>• Material and Structure: The barrel and the cap shall be made of plastic and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</li> <li>• Quality: Writing Performance: Fluorescent Marker shall continuously highlight for a distance of at least 100 meters under normal pressure and shall not show noticeable change in ink intensity.</li> <li>• Legibility of Highlighted Word: Fluorescent markers shall highlight a line, word or words, The highlighted line, word or words when reproduced thru fax, scanner and photocopier shall be legible.</li> <li>• Impact Resistance: The fluorescent marker shall not show any abnormalities in appearance and highlighting performance.</li> <li>• Brand shall be engraved/embossed/printed on the item</li> <li>• Packaging: Three (3) color per set</li> <li>• Quantity: 188 sets</li> </ul>		




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MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>MARKER, WHITEBOARD, BLACK, BLUE &amp; RED</b></p>  <p>(sample)</p> <ul style="list-style-type: none"> <li>• Tip: Felt, bullet type</li> <li>• Brand shall be engraved/embossed/printed on the item</li> <li>• Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap</li> <li>• Quantity: 110 pieces per color</li> </ul>		
<p><b>NOTEPAD, stick-on, 2" x 3"</b></p> <ul style="list-style-type: none"> <li>• Size: 50mm x 76mm (2" x 3") (min)</li> <li>• Basis weight: 70gsm (min)</li> <li>• Sheet Thickness: 0.09mm (min)</li> <li>• Brand shall be printed on the item</li> <li>• Color: Assorted Color</li> <li>• Packaging: individually wrapped, 100 sheets per pad</li> <li>• Quantity: 889 pads</li> </ul>  <p>(sample)</p>		
<p><b>NOTEPAD, stick-on, 3" x 3"</b></p> <ul style="list-style-type: none"> <li>• Size: 50mm x 50mm (3" x 3") (min)</li> <li>• Basis weight: 70gsm (min)</li> <li>• Sheet Thickness: 0.09mm (min)</li> <li>• Brand shall be printed on the item</li> <li>• Color: Assorted Color</li> <li>• Packaging: individually wrapped, 100 sheets per pad</li> <li>• Quantity: 1040 pads</li> </ul>  <p>(sample)</p>		

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MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>NOTEPAD, stick-on, 3" x 4"</b></p> <ul style="list-style-type: none"> <li>• Size: 50mm x 76mm (3" x 4") (min)</li> <li>• Basis weight: 70gsm (min)</li> <li>• Sheet Thickness: 0.09mm (min)</li> <li>• Brand shall be printed on the item</li> <li>• Color: Assorted Color</li> <li>• Packaging: individually wrapped, 100 sheets per pad</li> <li>• Quantity: 889 pads</li> </ul>  <p>(sample)</p>		
<p><b>SCISSORS, symmetrical/ asymmetrical</b></p> <ul style="list-style-type: none"> <li>• For office stationery and household use</li> <li>• Straight trimmers intended for cutting papers, plastic, cotton, rubber, leather and other materials</li> <li>• Overall Length: 160mm (min)</li> <li>• Length of cutting blade: 1.70mm (min)</li> <li>• Length of metal handle: 35mm (min)</li> <li>• Packaging: individually wrapped</li> <li>• Quantity: 186 pieces</li> </ul>  <p>(sample)</p>		
<p><b>TAPE, electrical</b></p> <ul style="list-style-type: none"> <li>• Made of Polyvinyl Chloride (PVC)</li> <li>• Width: 18mm (min)</li> <li>• Length: 16 meters (min)</li> <li>• Assorted color</li> <li>• The tape shall be wound uniformly around a core</li> <li>• The brand shall be indicated in the core</li> <li>• Packaging: individually wrapped</li> <li>• Quantity: 51 rolls</li> </ul>  <p>(sample)</p>		

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MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>TAPE, MASKING, 48mm</b></p>  <ul style="list-style-type: none"> <li>• Width: 48mm (±1mm)</li> <li>• Usable Length: 50 meters</li> <li>• Adhesion Strength: 8.5N/24mm width (min)</li> <li>• Breaking Strength: 65N/24mm width (min)</li> <li>• The tape shall be wound uniformly around a core</li> <li>• The brand shall be indicated in the core</li> <li>• Quantity: 111 rolls</li> </ul>		
<p><b>TAPE, PACKAGING, 48mm</b></p>  <p>(sample)</p> <ul style="list-style-type: none"> <li>• Color: Tan</li> <li>• Width: 48mm (±1mm)</li> <li>• Usable Length: 50 meters</li> <li>• Base Material: Biaxially-oriented Polypropylene</li> <li>• Adhesion Strength: 6N/24mm (min)</li> <li>• Breaking Strength: 14N/24mm (min)</li> <li>• The tape shall be wound uniformly around a core</li> <li>• The brand shall be indicated in the core</li> <li>• Quantity: 223 rolls</li> </ul>		
<p><b>WASTEBASKET</b></p> <ul style="list-style-type: none"> <li>• Oval or round shape</li> <li>• Made of rigid plastic</li> <li>• Thickness: 1.20mm (min)</li> <li>• Height: 225mm (min)</li> <li>• Assorted color</li> <li>• Quantity: 63 pieces</li> </ul>		

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MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
 <p>(sample)</p>		
<p><b>NOTEBOOK, stenographer</b></p> <ul style="list-style-type: none"> <li>• Spiral</li> <li>• Basis Weight: 55gsm (-5%), bond</li> <li>• Thickness: 0.075mm (min)</li> <li>• Size: 150mm x 225mm, (min.)</li> <li>• Top Margin: 25mm (min.)</li> <li>• Bottom Margin: 5mm</li> <li>• Number of Spaces: 22 (min)</li> <li>• Cover Thickness: 0.40mm {-0.02mm}</li> <li>• 40 leaves, ruled both sides.</li> <li>• Horizontal ruling shall be blue and have equal spacing.</li> <li>• Vertical ruling shall be single red line at the middle of the pages.</li> <li>• Quantity: 192 pads</li> </ul>		

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