



**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 (Small Value Procurement)**

Project Information:		Approved Budget for the Contract (ABC):	<b>₱ 210,000.00 ONLY</b>
Project Name:	<b>SUPPLY, DELIVERY, AND INSTALLATION OF BUILD UP SIGNS</b>	Quotation Issue Date:	<b>21 April 2023</b>
PhilGEPS Ref. No.:	<b>9684409</b>	Quotation Closing Date:	<b>24 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><li>✓ Notarized Omnibus Sworn Statement</li><li>✓ For Partnership or Corporation: Notarized Secretary Certificate</li></ul> <p><i>(Per 2016 Revised IRR cf 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.	1	unit	BUILD-UP ACRYLIC SIGN (PRA LOGO)			
2.	1	set	BUILD-UP STAINLESS STEEL SIGN (AGENCY NAME)			
			See Technical Specifications for other requirements			
			--nothing follows--			
<b>GRAND TOTAL IN PHILIPPINE PESO:</b>						

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

Authorized Representative:		
Signature Over Printed Name	Position	Date

Ver. as of Feb 2023  
SVP ₱500,000 and less (Goods)  
Page 1 of 4

**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 20 working days (c.d.) upon receipt of Purchase Order (P.O.)
  - Pick-up
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
VARIABLE	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>LOGO SIGN (LED LIGHTED BUILD UP ACRYLIC SIGN)</b> 1 UNIT</p> <p>- 110 CM DIAMETER (43.30 IN)</p> <p><b>Materials</b></p> <p>- Sign face: Laser cut in 3mm diffuser acrylic sheet - Graphics: Computer cut vinyl stickers</p> <p><b>Build Up Siding</b></p> <p>- 2.5 in. build up 3m diffuser white - Acrylic sheet with clear sealant</p> <p><b>Colors:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="background-color: #002060; color: white;">Blue</th> <th style="background-color: #FFC000;">Amber Yellow</th> </tr> </thead> <tbody> <tr> <td><b>CMYK</b></td> <td>C 25% M 20% Y 0% K 67%</td> <td>C 0% M 32% Y 89% K 0%</td> </tr> <tr> <td><b>Hex code</b></td> <td>#152355</td> <td>#FFAE1D</td> </tr> <tr> <td><b>RGB code</b></td> <td>21,35,85</td> <td>255,174,29</td> </tr> </tbody> </table> <p><b>Lighting:</b> LED modules &amp; Accessories</p>		Blue	Amber Yellow	<b>CMYK</b>	C 25% M 20% Y 0% K 67%	C 0% M 32% Y 89% K 0%	<b>Hex code</b>	#152355	#FFAE1D	<b>RGB code</b>	21,35,85	255,174,29		
	Blue	Amber Yellow												
<b>CMYK</b>	C 25% M 20% Y 0% K 67%	C 0% M 32% Y 89% K 0%												
<b>Hex code</b>	#152355	#FFAE1D												
<b>RGB code</b>	21,35,85	255,174,29												

Authorized Representative:		
Signature Over Printed Name	Position	Date

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><b>Back Cover:</b> 5mm Versa Board</p> <p><b>Mounting:</b> Bolt and Nuts or Screw with Sealant</p> <p><b>Warranty:</b></p> <ul style="list-style-type: none"> <li>- 1 year against busted and defective LED lights &amp; accessories</li> <li>- 1 year against discoloration, cracking or peeling of vinyl stickers and paint</li> <li>- 1 year overall workmanship</li> </ul> 		
<p><b>AGENCY NAME SIGNAGE (STAINLESS STEEL BUILDUP SIGN HAIRLINE FINISH)</b> 1 SET</p> <p><b>Material:</b> 1.2mm Mirrorized Stainless, Hairline Finish</p> <p><b>Letter Type:</b> Laser Cut 1.5 – 2” build-up</p> <p><b>Letter Height:</b> 220 mm</p> <p><b>Letter Width:</b> 240 mm</p> <p><b>Depth:</b> 1.5 – 2 in</p> <p><b>Sign type:</b> Letter Build-up type</p> <p><b>Font:</b> Times New Roman</p> <p><b>Placement:</b> Wall mounted with fixing accessories</p> <p><b>Warranty:</b> 1-year hardware guarantee</p>		

Authorized Representative:		
Signature Over Printed Name	Position	Date

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
		
		
<p><b>Delivery and Installation:</b></p> <p>Upon receipt of Purchase Order, the supplier should perform site inspection and send a proposed layout within 10 calendar days to PRA for approval.</p> <p><b>Lead Time:</b> 20 working days upon approval of proposed layout by PRA.</p> <p><b>Delivery Address:</b> 7<sup>th</sup> Floor, Legaspi Towers 200 Bldg., 107 Paseo de Roxas, Legaspi Village, Makati City</p> <p><b>Site of Installation:</b> PRA Lobby, 7<sup>th</sup> Floor, Legaspi Towers 200 Bldg., 107 Paseo de Roxas, Legaspi Village, Makati City</p>		
<p>--nothing follows--</p>		

Authorized Representative:		
Signature Over Printed Name	Position	Date

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9684409  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** SUPPLY, DELIVERY, AND INSTALLATION OF BUILD UP SIGNS  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	23-03-0254	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Signage and Accessories		
<b>Approved Budget for the Contract:</b>	PHP 210,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	20 Day/s		
<b>Client Agency:</b>			
<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>Date Published</b>	21/04/2023
		<b>Last Updated / Time</b>	20/04/2023 20:44 PM
		<b>Closing Date / Time</b>	24/04/2023 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
3. Notarized Omnibus Sworn Statement
4. For Partnership or Corporation: Notarized Secretary Certificate

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	SUPPLY, DELIVERY, INSTALLATION OF BUILD UP SIGNS	See Quotation Form with Specs	1	Lot	210,000.00

**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** 20/04/2023

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