



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9763722  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** OFFICE SUPPLIES  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 23-04-0428	<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 58,040.54	<b>Document Request List</b>	1
<b>Delivery Period:</b> 7 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>	18/05/2023
	<b>Last Updated / Time</b>	18/05/2023 00:00 AM
	<b>Closing Date / Time</b>	22/05/2023 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	OFFICE SUPPLIES	See Quotation Form with Specs	1	Lot	58,040.54

**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** 17/05/2023

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.



**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)

<b>PROJECT INFORMATION:</b>		Approved Budget for the Contract (ABC):	<b>₱ 58,040.54 ONLY</b>
Project Name:	<b>OFFICE SUPPLIES</b>	Quotation Issue Date:	<b>18 MAY 2023</b>
PhilGEPS Ref. No.:	<b>9763722</b>	Quotation Closing Date:	<b>22 MAY 2023</b>

**SUPPLIER INFORMATION (Fill-out completely):**

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

**INSTRUCTIONS:**

<ol style="list-style-type: none"> <li>1. Do not alter the contents of this form in any way.</li> <li>2. Bidder shall provide correct and accurate information required in this form <b>AND SIGN ALL PAGES</b>.</li> <li>3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative.</li> <li>4. 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>5. 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>6. Indicate the brand name of the offered item/s (if applicable).</li> <li>7. Indicate compliance of the Technical Specifications. Non-compliant proposals shall render the quotation ineligible/disqualified.</li> <li>8. For <b>EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES</b>, attach appropriate documents to the said effect.</li> <li>9. 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>10. Quotations, including documentary requirements, received after the <b>Quotation Closing Date</b> shall not be accepted.</li> <li>11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.</li> </ol>	<p style="color: red; font-weight: bold; margin: 0;"> <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 style="font-size: small; margin-top: 10px;">(Per 2016 Revised IRR of R.A. 9184)</p>
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**OFFICIAL QUOTATION FROM THE SUPPLIER:**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
1.	160	pack	BATTERY DRY CELL SIZE D 1.5 VOLTS, ALKALINE			
2.	100	pack	SIGN HERE POST IT FLAGETTE			
3.	120	pc	BALIKBAYAN BOXES			
4.	70	bottle	STAMP PAD INK			
5.	2	box	FOLDER, PRESSBOARD/ EXPANDING, LEGAL			
--continued next page--						

Authorized Representative:	(Sign ALL Pages)
Signature Over Printed Name	Position
	Date

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (if applicable)	UNIT PRICE*	TOTAL PRICE (Unit Price x Qty)*
6.	28	pc	CLEARBOOK, 20 TRANSPARENT POCKETS, LEGAL			
7.	28	pc	CLEARBOOK, 20 TRANSPARENT POCKETS, A4			
8.	30	pack	PUSH PIN 30s ASSORTED COLOR			
9.	120	pad	NOTEPAD, STICK ON			
			SEE TECHNICAL SPECIFICATIONS (PG.3)			
<b>GRAND TOTAL IN PHILPPINE PESO*:</b>						
<i>Proposal exceeding the ABC shall be automatically disqualified and shall not be evaluated.</i>						

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

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

- Payment shall be in the form of **Company Check** and price validity shall be **45 calendar days**.
- Availability of item/s:
  - Delivery Within 7 calendar days (c.d.) upon receipt of Purchase Order (P.O.)
  - Pick-up
- For Goods, the item/s shall be inspected on the scheduled date and time of the Procuring Unit.
- Warranty period:
  - Not Applicable
  - Applicable warranty period shall be \_\_\_\_\_.
- Indicate if quotation is:
  - VAT INCLUSIVE
  - NON-VAT (**ATTACH CERTIFICATION**)
- 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.
- Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.
- 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

Authorized Representative:	(Sign ALL Pages)	
Signature Over Printed Name	Position	Date

**TECHNICAL SPECIFICATIONS**

*Bidder must indicate compliance with the requirements listed in the table below:*

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<b>BATTERY DRY CELL SIZE D, 1.5 VOLTS, ALKALINE, 160 packs</b>		
<b>A SIGN HERE POST IT FLAGETTE, 100 packs</b> <ul style="list-style-type: none"> <li>12 cm length, 8 cm width, 0.8 cm height (approximate)</li> </ul>		
<b>BALIKBAYAN BOXES, 120 pcs</b> <ul style="list-style-type: none"> <li>Capacity: 300 lbs</li> <li>Color: Brown</li> <li>Size: 20 (H) x 20 (L) x 20 (W) inches</li> </ul>		
<b>STAMP PAD INK, 70 bottles</b> <ul style="list-style-type: none"> <li>Volume: minimum 50 mL, with applicator</li> </ul>		
<b>FOLDER, PRESSBOARD/ EXPANDING, LEGAL, 2 boxes</b> <ul style="list-style-type: none"> <li>100s per box</li> <li>Material: Heavy duty paper board</li> <li>Size: 369 mm x 242 mm</li> <li>Thickness: 0.40 mm (minimum)</li> </ul>		
<b>CLEARBOOK, 20 TRANSPARENT POCKETS, LEGAL, 28 pcs</b> <ul style="list-style-type: none"> <li>For legal size documents, refillable</li> <li>Material: plastic</li> <li>Cover: opaque plastic</li> <li>Dimension (minimum): 345 mm x 235 mm</li> <li>Thickness of cover (minimum): 0.5 mm</li> <li>Pocket: transparent plastic</li> <li>Number of pockets: 20</li> <li>Thickness of pocket (minimum): 0.04 mm</li> </ul>		
<b>CLEARBOOK, 20 TRANSPARENT POCKETS, A4, 28 pcs</b> <ul style="list-style-type: none"> <li>For A4 size documents, refillable</li> <li>Material: plastic</li> <li>Cover: opaque plastic</li> <li>Dimension (minimum): 310 mm x 235 mm</li> <li>Thickness of cover (minimum): 0.5 mm</li> <li>Pocket: transparent plastic</li> <li>Number of pockets: 20</li> <li>Thickness of pocket (minimum): 0.04 mm</li> </ul>		
<b>PUSH PIN 30s ASSORTED COLOR, 30 packs</b>		
<b>NOTEPAD, STICK ON, 120 pads</b> <ul style="list-style-type: none"> <li>Size: 76 mm x 76 mm (3" x 3") minimum</li> <li>Sheet Thickness: 0.09 mm minimum</li> </ul>		
Delivery within fifteen (15) calendar days upon receipt of P.O. Delivery address: PEA Tollway Compound Aguinaldo Blvd, Coastal Road Paranaque City		

Authorized Representative: _____		(Sign ALL Pages)
Signature Over Printed Name	Position	Date