



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9902138
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title OFFICE SUPPLIES
Area of Delivery Metro Manila

Solicitation Number: 23-05-0540	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification: Goods	Bid Supplements	0
Category: Office Supplies and Devices		
Approved Budget for the Contract: PHP 214,239.00	Document Request List	1
Delivery Period: 15 Day/s		
Client Agency:	Date Published	03/07/2023
Contact Person: 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	Last Updated / Time	03/07/2023 00:00 AM
	Closing Date / Time	06/07/2023 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.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	OFFICE SUPPLIES	See Quotation Form	1	Lot	214,239.00

Other Information

Email bac@pea.gov.ph for your online submission or queries related to this procurement. The advertisement is also posted at 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 02/07/2023

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

7th 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)

PROJECT INFORMATION:		Approved Budget for the Contract (ABC):	₱ 214,239.00 ONLY
Project Name:	OFFICE SUPPLIES	Quotation Issue Date:	03 July 2023
PhilGEPS Ref. No.:	9902138	Quotation Closing Date:	06 July 2023

SUPPLIER INFORMATION (Fill-out completely):

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

INSTRUCTIONS:

<ol style="list-style-type: none"> 1. Do not alter the contents of this form in any way. 2. Bidder shall provide correct and accurate information required in this form AND SIGN ALL PAGES. 3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative. 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. 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). 6. Indicate the brand name of the offered item/s (if applicable). 7. Indicate compliance of the Technical Specifications. Non-compliant proposals shall render the quotation ineligible/disqualified. 8. For EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES, attach appropriate documents to the said effect. 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). 10. Quotations, including documentary requirements, received after the Quotation Closing Date shall not be accepted. 11. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. 	<p>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</p> <ul style="list-style-type: none"> ✓ Valid PhilGEPS Registration Number ✓ Valid Mayor's/Business Permit <p><i>(Per 2016 Revised IRR of R.A. 9184)</i></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	220	Piece	Data Folder			
2	2	Pack	Folder with Tab (Legal)			
3	2	Pack	Folder with Tab (A4)			
4	18	Box	Fastener			
5	60	Piece	Data File Box with Closed Ends			
6	3	Piece	Tape Dispenser			
7	100	Roll	Tape, Masking, 48mm			
--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)*
8	96	Roll	Tape, Masking, 24mm			
9	142	Roll	Tape, Transparent 48mm			
10	349	Roll	Tape, Transparent 24mm			
11	120	Pad	Notebook, Stenographer			
12	33	Piece	Stamp Pad			
13	4	Piece	Puncher			
14	8	Pair	Scissor			
15	96	Box	Rubber Bond No. 18			
16	53	Piece	Record Book, 500 pages			
17	234	Pad	Notepad, Stick On, 2x3			
18	237	Pad	Notepad, Stick On, 3x4			
19	25	Box	Pencil			
20	44	Box	Paper Clip, Vinyl/Plastic Coated, 33mm			
21	31	Box	Paper Clip, Vinyl/Plastic Coated, 50mm			
22	20	Piece	Marker, Whiteboard, Blue			
23	34	Piece	Marker, Whiteboard, Black			
24	7	Piece	Magazine File/Document File Box			
25	4	Piece	Cutter, Utility Knife, Heavy Duty			
26	196	Ream	Paper, Multi-Purpose, Legal			
27	311	Ream	Paper, Multi-Purpose, A4			
28	17	Piece	Eraser for Blackboard/Whiteboard			
29	52	Piece	Envelope, Expanding Kraft, Legal			
30	103	Piece	Correction Tape			
31	7	Box	Continuous Form 1 Ply			
32	74	Box	Clip, Back fold 50mm			
33	61	Box	Clip, Back fold 32mm			
34	44	Box	Clip, Back fold 25mm			
35	56	Box	Clip, Back fold 19mm			
			<i>See Technical Specification on P.2</i>			
			<i>--nothing follows--</i>			
			Delivery within fifteen (15) Calendar Days Delivery Address: PEA Tollway Corporation, Aguinaldo Blvd., Coastal Road, Parañaque City			
GRAND TOTAL IN PHILIPPINE PESO*:						
<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).

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

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
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

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

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
DATA FOLDER <ul style="list-style-type: none"> • W x H x L: min of 75mm x 230mm x 380mm • Material: Leatherette paper and/or Polypropylene (PP) materials made of linen design for outside cover coated paper for inside cover including spine portion. • With all steel lever arch file mechanism and taglia lock • Color: green 		
FOLDER With TAB for Legal Size Document <ul style="list-style-type: none"> • Materials: Tagboard/Carrier/Foldcote/Cupstock Board • Leaf Dimension: 240mm x 365mm • Tab: 13mm • 100 pieces per pack 		
FOLDER With TAB for A4 Size Document <ul style="list-style-type: none"> • Materials: Tagboard/Carrier/Foldcote/Cupstock Board • Leaf Dimension: 240mm x 320mm • Tab: 13mm • 100 pieces per pack 		
FASTENER, Plastic Thickness: Base with prongs & Compressor, min of 0.30mm		
DATA FILE BOX with Closed Ends <ul style="list-style-type: none"> • Outside Dimension: W-min of 125mm, H-min of 230mm, L-min of 400mm • Materials: Leatherette Paper for outside cover, coated paper for inside cover • Front of the Box- with finger ring and pocket for label insert • Color: Green 		

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

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
TAPE DISPENSER, Heavy Duty <ul style="list-style-type: none"> • Net Weight: Min of 1.2 kg • Body Made of Rigid Plastic, Smooth Finish: Weighted • Non-Skid full rubber base • Holds up to 24mm, Wide on 75mm Core. • Assorted Color 		
TAPE, MASKING <ul style="list-style-type: none"> • Width: 48mm • Usable Length: Min 50meters 		
TAPE, MASKING <ul style="list-style-type: none"> • Width: 24mm • Usable Length: Min 50meters 		
TAPE, TRANSPARENT <ul style="list-style-type: none"> • Width: 48mm • Usable Length: Min 50meters • Thickness: Min 0.040mm 		
TAPE, TRANSPARENT <ul style="list-style-type: none"> • Width: 24mm • Usable Length: Min 50meters • Thickness: Min 0.040mm 		
NOTEBOOK, STENOGRAPHER <ul style="list-style-type: none"> • Spiral • Weight: 55gsm bond • 40 leaves, ruled both sides 		
STAMP PAD, FELT <ul style="list-style-type: none"> • Size: 97 x 142mm • Color Classification: Black 		
PUNCHER, PAPER, Heavy Duty <ul style="list-style-type: none"> • Puncher Capacity: 30 sheets of 70gsm multi-copy paper • With two (2) hole guide • Diameter Hole: 7mm (Approx) 		
SCISSOR <ul style="list-style-type: none"> • Overall Length: min of 160mm • Length of Cutting Blade: min of 70mm • Thickness of the cutting blade: min of 1.70mm 		
RUBBER BAND, No. 18 <ul style="list-style-type: none"> • Net Weight: Min of 350g • Thickness: Min of 1.00mm • Lay Flat Length: Min 70mm • Tensile Strength: Min of 9.8 MPa • Elongation: Min of 250% 		
RECORD BOOK, 500 pages <ul style="list-style-type: none"> • White Bond, Non-blot • Basis Weight: 55gsm (-5%) • Thickness: Min. 0.07mm • Size: L x W 265mm x 165mm (min) • Cover Materials: Laminated Chipboard • Thickness: 1.5mm (min) • Size: L x W 278mm x 175mm (min) 		
NOTEPAD, STICK ON <ul style="list-style-type: none"> • Size: 50mm x 76mm (2"x3") (Min) • Basis Weight: Min of 70gsm • Sheet Thickness: Min of 0.09mm • Assorted Color 		

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

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
PENCIL <ul style="list-style-type: none"> • Length: 19.2cm • Medium #2 with Black Lead • Packaging: 12 pencils per box 		
PAPER CLIP, Vinyl/Plastic Coated <ul style="list-style-type: none"> • Wire Diameter: Min of 0.80mm • Length Clip: Min of 33mm • Total Length of wire used: Min of 102mm • Assorted Colors 		
PAPER CLIP, Vinyl/Plastic Coated <ul style="list-style-type: none"> • Wire Diameter: Min of 1.0mm • Length Clip: Min of 50mm • Total Length of wire used: Min of 155mm • Assorted Colors 		
MARKER, Whiteboard, Blue <ul style="list-style-type: none"> • Tip: Felt, Bullet Type • Point: Medium 		
MARKER, Whiteboard, Black <ul style="list-style-type: none"> • Tip: Felt, Bullet Type • Point: Medium 		
MAGAZINE FILE/DOCUMENT FILE BOX, Large <ul style="list-style-type: none"> • Materials: Chipboard, min of 33mm thick • Leatherette Paper for Outside Cover • Coated Paper for inside cover • Outside Dimension: W-110mm (min) x H-265mm (min) x L-220mm (min) • Front Box: with finger ring and provision for label insert • Back and Open • Color: Green 		
CUTTER, UTILITY KNIFE, Heavy Duty <ul style="list-style-type: none"> • Blade Measurement: L-100mm x W-16mm • Thickness: atleast 0.40mm • With built-in blade snapper • With steel blade track • With Anti-slip grip plastic molded body • With safety screw locking mechanism 		
PAPER MULTI-PURPOSE <ul style="list-style-type: none"> • Min of 70gsm • Legal Size (216mm x 330mm) • Sheet Count: Min of 500 sheets per ream • Intended Application: For laser printer, standard office copier etc. 		
PAPER MULTI-PURPOSE <ul style="list-style-type: none"> • Min of 70gsm • A4 Size (210mm x 297mm) • Sheet Count: Min of 500 sheets per ream • Intended Application: For laser printer, standard office copier etc. 		
ERASER FOR BLACKBOARD/WHITEBOARD <ul style="list-style-type: none"> • Eraser Material: Felt • Overall Size: L-125mm x W-45mm x T-19mm (min) 		
ENVELOPE, EXPANDING Kraft, Legal <ul style="list-style-type: none"> • Expansion: 50mm (-3mm) • Thickness: Min of 0.38mm • With string and eyelet or elastic strap 		
CORRECTION TAPE, Disposable <ul style="list-style-type: none"> • Dispensing Mechanism: Gear Type • Dispensing System: Single Line Tape • Tape: Film Based • Usable Length: Min of 8meters 		

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

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<ul style="list-style-type: none"> • Width: 5mm • Color: White Opaque • Case: Size & Design: Manufacturer's Standard with protective case 		
<p>CONTINUOUS FORM 1 PLY</p> <ul style="list-style-type: none"> • Size: 280mm x 241mm (11" x 9-1/2") • Plain • Materials: White Bond Paper • Basis Weight: 70gsm • Thickness: Min of 0.082mm • With side perforations • Have sprocket feed holes in both left hand and right-hand margins 		
<p>CLIP, Back fold 50mm</p> <ul style="list-style-type: none"> • All Metal • Clamping Length: 50mm (-1mm) • Clamping Depth: Min of 25mm • Thickness of Metal: Min of 0.33mm • Diameter of Clip Handles: Min of 1.85mm • Binding Capacity: At least 19mm 		
<p>CLIP, Back fold 32mm</p> <ul style="list-style-type: none"> • All Metal • Clamping Length: 32mm (-1mm) • Clamping Depth: Min of 14mm • Thickness of Metal: Min of 0.30mm • Diameter of Clip Handles: Min of 1.45mm • Binding Capacity: At least 12mm 		
<p>CLIP, Back fold 25mm</p> <ul style="list-style-type: none"> • All Metal • Clamping Length: 25mm (-1mm) • Clamping Depth: Min of 13mm • Thickness of Metal: Min of 0.22mm • Diameter of Clip Handles: Min of 1.20mm • Binding Capacity: At least 9.5mm 		
<p>CLIP, Back fold 19mm</p> <ul style="list-style-type: none"> • All Metal • Clamping Length: 19mm (-1mm) • Clamping Depth: Min of 10mm • Thickness of Metal: Min of 0.22mm • Diameter of Clip Handles: Min of 0.20mm • Binding Capacity: At least 5.5mm 		
<p><i>==nothing follows==</i></p>		

Authorized Representative: _____		(Sign ALL Pages)
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