



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): | ₱ 212,421.00 ONLY |
| Project Name: | Office Supplies and Tape Cassette Laminated | Quotation Issue Date: | 28 July 2023 |
| PhilGEPS Ref. No.: | 9987716 | Quotation Closing Date: | 03 Aug 2023 |

SUPPLIER INFORMATION (Fill-out completely):

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

INSTRUCTIONS:

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| <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> |
|---|--|

OFFICIAL QUOTATION FROM THE SUPPLIER:

| NO. | QTY. | UNIT | DESCRIPTION | BRAND NAME (if applicable) | UNIT PRICE* | TOTAL PRICE (Unit Price x Qty)* |
|--------------------------------|------|------|--|-------------------------------|-------------|------------------------------------|
| 1 | 150 | Roll | Tape, Packing 48mm Color: Tan Usable Length (min): 50 meters | | | |
| 2 | 170 | Box | Staple Wire, Standard Size: 6mm x 11.5mm Five Thousand (5000) wires per box Materials: Metal Wire Coated with Anti-Corrosion | | | |
| <i>--continued next page--</i> | | | | | | |

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| 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)* |
|---|------|--------|--|-------------------------------|-------------|------------------------------------|
| 3 | 380 | Piece | Sign Pen, Black , Liquid or Gel Pen Tip Size: 0.7mm | | | |
| 4 | 30 | Piece | Marker, Permanent, Black Tip: Felt, Bullet Type Point: Medium | | | |
| 5 | 65 | Tube | Blade Cutter L-100mm, W-16mm Thickness: at least 0.40mm With min. of seven (7) snap off blade sections | | | |
| 6 | 35 | Pack | Battery Size AAA , Alkaline, 1.5V, 2pcs/pack | | | |
| 7 | 30 | Pack | Battery Size AA , Alkaline, 1.5V, 2pcs/pack | | | |
| 8 | 260 | Bottle | Alcohol , Isopropyl, 68%-72%, 500ml/bottle | | | |
| 9 | 222 | Piece | Battery 9V , Alkaline | | | |
| 10 | 150 | Piece | Folder , Pressboard/Expanding, A4 | | | |
| 11 | 7 | Pack | Laminating Film , A4, 125gsm, 100s/pack | | | |
| 12 | 15 | Set | Key Holder with plastic key chain and Key ID label Name | | | |
| 13 | 55 | Pack | Tape Cassette Laminated 24mm , Black on White Tape Model: TZE251 | | | |
| 14 | 100 | Pack | Toilet Tissue Paper, 2-ply 100% recycled 12 rolls/pack | | | |
| 15 | 300 | Roll | Electrical Tape, Black Made of Polyvinyl Chloride (PVC) W-min of 18mm, L-min of 16 meters/roll | | | |
| 16 | 15 | Packs | Garbage Bag, XL , 100pcs/pack | | | |
| 17 | 55 | Gallon | Sodium Hypochlorite , 1 gallon | | | |
| | | | Delivery within fifteen (15) Calendar Days Delivery Address: PEA Tollway Corporation, Aguinaldo Blvd., Coastal Road, Parañaque City | | | |
| GRAND TOTAL IN PHILPPINE 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).

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| 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 |
|-----------------------------|---------------------|---------|
| -no additional requirement- | | |

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