



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) 8459-5000 • 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):	₱ 88,069.92 ONLY
Project Name:	PROCUREMENT OF DIGITAL VOICE RECORDER	Quotation Issue Date:	07 Nov 2023
PhilGEPS Ref. No.:	10284307	Quotation Closing Date:	10 Nov 2023

SUPPLIER INFORMATION (Fill-out completely):

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

INSTRUCTIONS:

<ol style="list-style-type: none"> Do not alter the contents of this form in any way. Bidder shall provide correct and accurate information required in this form AND SIGN ALL PAGES. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative. 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. 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). Indicate the brand name of the offered item/s (if applicable). Indicate compliance of the Technical Specifications. Non-compliant proposals shall render the quotation ineligible/disqualified. For EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES, attach appropriate documents to the said effect. E-mail duly accomplished form and documentary requirements to bac@pea.gov.ph or submit them in hard copy to PRA Office (BAC Secretariat). Quotations, including documentary requirements, received after the Quotation Closing Date shall not be accepted. 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.	12	unit	Wireless Mouse			
			Refer to Technical Specifications / Other Terms and Conditions.			
			--nothing follows--			
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).

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 One (1) year on parts and services.
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	3%	BIR Form 2307	2%	BIR Form 2307	3%	BIR Form 2307

TECHNICAL SPECIFICATIONS

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

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
<p><u>DIGITAL VOICE RECORDER</u></p> <ul style="list-style-type: none"> • Built-in Memory: 4GB (expandable) • Channel: Stereo • Recording & Playback Format: MP3, WMA, etc. • Earphone jack • Built-in microphone • USB Connectivity • Functionality: <ul style="list-style-type: none"> ○ Voice-operated Recording or equivalent ○ Noise Cut Filter ○ Low Cut Filter ○ Digital Pitch Control • USB Charge • Battery Life 20 hours (min) (recording mode, <i>MP3 128Kbps</i>) • Rechargeable Lithium-Ion Battery, embedded 		

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

<ul style="list-style-type: none"> • Accessories: <ul style="list-style-type: none"> ○ Instruction Manual ○ Carrying pouch ○ Hand Strap • Warranty: One (1) year on parts and services • Packaging: One {1} unit per box • Marking/Labeling: Shall conform with the Consumer Act of the Phil. (RA 7394) 		
<p>DELIVERY ADDRESS:</p> <p>7th Floor, Legaspi Towers 200 Bldg. 107 Paseo De Roxas St. Legaspi Village, Makati City</p>		
<p><i>--nothing follows--</i></p>		

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