



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) 8459-5000 • Facsimile No.: (02) 815-2662  
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### REQUEST FOR QUOTATION (Shopping)

<b>PROJECT INFORMATION:</b>		Approved Budget for the Contract (ABC):	<b>₱ 422,000.00 ONLY</b>
Project Name:	<b>PROCUREMENT OF DATA FILE BOX, DATA FOLDER, AND CUSTOMIZED DATA FOLDER WITH PRA LOGO</b>	Quotation Issue Date:	<b>23 November 2023</b>
PhilGEPS Ref. No.:	<b>10348122</b>	Quotation Closing Date:	<b>29 November 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 <a href="mailto:bac@pea.gov.ph">bac@pea.gov.ph</a> 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;"><u>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</u></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.	200	piece	Data file box			
2.	600	piece	Data folder			
3.	200	piece	Documentary box			
4.	600	piece	Customized Data Folder with PRA Logo			
			<b>Refer to Technical Specifications / Other Terms and Conditions.</b>			
			-nothing follows-			

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)*
<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).*

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   30   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/INFRASTRUCTURE WORKS			
	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	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><b><u>DATA FILE BOX</u></b></p> <ul style="list-style-type: none"> <li>- brand New</li> <li>- with closed ends</li> <li>- outside dimension: 125mm (Width) x 230mm (Height) x 400mm (Length) minimum</li> <li>- material: chipboard: 3mm thick (min); leatherette paper for outside cover and coated paper for inside cover</li> <li>- front of the box: with finger ring and pocket for label holder</li> <li>- color: RED</li> </ul> 		

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

**DATA FOLDER**

- Brand New
- dimension: 75mm (Width) x 230mm (Height) x 380mm (Length) minimum
- material: chipboard 2.5mm thick minimum
- material: leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover
- material: coated paper for inside cover including spine portion
- with all steel lever arch file mechanism and taglia lock
- spine is provided with finger ring and clear plastic pocket for label insert
- spine made of PVC gamuza/PP Material or material of equivalent or superior quality
- color: RED



**DOCUMENTARY BOX**

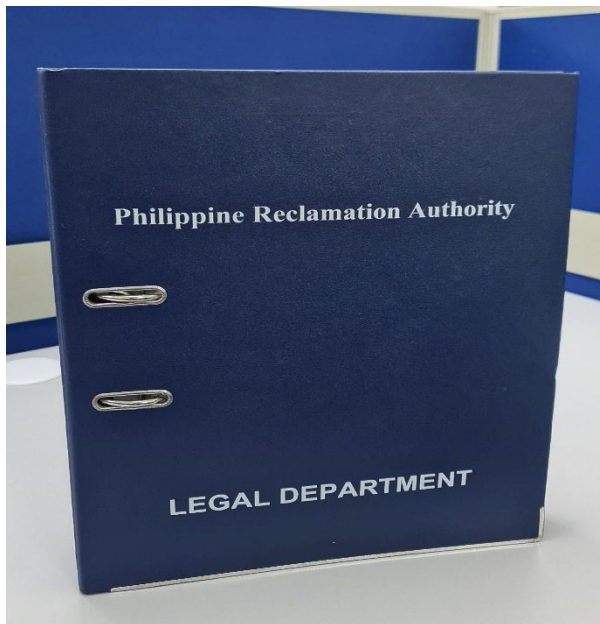
- Brand New
- with cover, pocket and ring
- made of imported book cover
- outside dimension: 11 1/2" x 15 1/2" x 5 3/4"
- chip board #15 inside support
- chip board #30 on sides and front
- color: RED



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

**CUSTOMIZED DATA FOLDER WITH PRA LOGO**

- Brand New
- With logo in front and on the spine
- dimension: 55mm (Width) x 370mm (Height) x 280mm (Length) minimum
- material: chipboard 2.5mm thick minimum
- material: leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover
- material: coated paper for inside cover including spine portion
- with all steel lever arch file mechanism and taglia lock
- spine is provided with finger ring and clear plastic pocket for label insert
- spine made of PVC gamuza/PP Material or material of equivalent or superior quality
- color: NAVY BLUE
- 250 pieces: LEGAL | 150 pieces: BOARD | 100 pieces: SPJV | 100 pieces: MEMO



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

<b>DELIVERY PERIOD</b> 30 Calendar days upon receipt of the Purchase Order (PO)		
<b>DELIVERY ADDRESS:</b> 7 <sup>th</sup> Floor, Legaspi Towers 200 Bldg. 107 Paseo De Roxas St. Legaspi Village, Makati City		
<i>--nothing follows--</i>		

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