



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
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REQUEST FOR QUOTATION (Small Value Procurement)

PROJECT INFORMATION:		Approved Budget for the Contract (ABC):	₱ 150,000.00 ONLY
Project Name:	SUPPLY AND DELIVERY OF 300 PIECES T-SHIRT OF VARIOUS SIZES FOR TERNATE ZUMBA	Quotation Issue Date:	29 November 2023
PhilGEPS Ref. No.:	10371158	Quotation Closing Date:	04 December 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 style="color: red; font-weight: bold; margin: 0;"><u>ATTACH THE FOLLOWING DOCUMENTS WITH YOUR QUOTATION</u></p> <ul style="list-style-type: none"> ✓ Valid PhilGEPS Registration Number ✓ Valid Mayor's/Business Permit ✓ <u>Notarized</u> Omnibus Sworn Statement <ul style="list-style-type: none"> ✓ For Partnership or Corporation, include Notarized Secretary Certificate ✓ For Sole Proprietor, include Special Power of Attorney, if applicable ✓ For Partnership or Corporation: <u>Notarized</u> Secretary Certificate <i>(Per 2016 Revised IRR of R.A. 9184)</i>
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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.	300	piece	Various Sizes of Zumba T-Shirts			
			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 14 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><u>VARIOUS SIZES OF ZUMBA T-SHIRTS (300 PIECES)</u></p> <p>Material: T-shirt, Cotton Color: Violet</p> <p align="center">Proposed Design</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>		

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

MINIMUM SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
DELIVERY TERM: Fourteen (14) calendar days upon receipt of the Purchase Order (PO).		
DELIVERY ADDRESS: 7 th 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