



Republic of the Philippines  
**PHILIPPINE RETIREMENT AUTHORITY**  
29/F BDO Towers Valero, (Formerly Citibank Tower),  
Paseo de Roxas, Makati City

**REQUEST FOR QUOTATION**

**Date: October 17, 2024**  
**RFQ No.: 10 – 2024 – 104**

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (**required**): \_\_\_\_\_

The **Philippine Retirement Authority (PRA)**, through its Bids and Awards Committee (BAC), intends to procure **PROCUREMENT OF SERVICES FOR RECORDS OFF-SITE STORAGE** through **Section 53.9 SVP** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit/send your duly signed quotation through email addressed to the Bids and Awards Committee (BAC) Chairperson on or before **04:00 PM** of **22 OCTOBER 2024** subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**Atty. Maria Milagros R. Lisaca**  
*Chairperson, Bids and Awards Committee*  
29/F BDO Towers Valero, (Formerly Citibank Tower) Paseo de Roxas, Makati City  
Telephone No.: (02) 8848-1412 to 14

Or through email: [ruby.abriol@pra.gov.ph](mailto:ruby.abriol@pra.gov.ph)

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a) Mayor's Permit
- b) Certificate of Registration
- c) PHILGEPS Certificate

The Head of the Procuring Entity (HOPE) of the PRA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8848-1412 to 14 local 2017 or email address at [ruby.abriol@pra.gov.ph](mailto:ruby.abriol@pra.gov.ph)

(Digitally Sgd.)  
**Atty. MARIA MILAGROS R. LISACA**  
*Chairperson, Bids and Awards Committee*

### **INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [ruby.abriol@pra.gov.ph](mailto:ruby.abriol@pra.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **fifteen (15) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PRA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PRA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PRA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| <b>PROCUREMENT OF SERVICES FOR RECORDS OFF-SITE STORAGE</b>  |  |   |
|--|--|---|
| <b>Minimum Technical Specifications</b>  | <b>Offered Technical Specification/Service</b> | <b>Statement of Compliance ("Comply" or "Not Comply")</b> |
| Note: Non-compliance with the minimum required specifications as stated in the attached purchase request shall be rejected.  |  |   |
| <b>PROCUREMENT OF SERVICES FOR RECORDS OFF-SITE STORAGE</b>  |  |   |
| <b>Technical Specification</b>   |  |   |
| <b>A. General Specifications:</b>  |  |   |
| <b>Records Off-Site Storage Services for the Period<br/>*** 01 November 2024 to 31 October 2025 ***</b>  |  |   |
| <b>GENERAL REQUIREMENTS:</b>   |  |   |
| 1. The SERVICE PROVIDER is preferably within Metro Manila, preferably within Makati or nearby city / area.   |  |   |
| 2. The SERVICE PROVIDER should specialize providing storage solutions and transportation.  |  |   |
| 3. The SERVICE PROVIDER should have operated for at least 5 years in storage management.   |  |   |
| 4. The SERVICE PROVIDER must be willing to provide a list of past clientele, details of work done, and contact details of their clienteles for verification purposes.  |  |   |
| 5. The SERVICE PROVIDER shall secure adequate insurance for the warehouse, including all boxes and their content stored therein including during transit, against fire, theft, and acts of God for the duration of the contract.   |  |   |
| 6. The SERVICE PROVIDER must be fully outfitted with equipment to protect the records of PRA from disasters, and in such a case, has recovery mechanisms to ensure that no further unnecessary damage shall be suffered by stored documents.   |  |   |
| 7. The SERVICE PROVIDER shall have a warehouse with steel racks, handling equipment, and environmental and thermal control system for proper storage of documents.   |  |   |
| 8. The SERVICE PROVIDER must comply with 24/7 roving security guard/s and stationary security guards, 24/7 CCTV cameras and Fire Protection System which include sufficient number of fire extinguishers, automatic fire alarm system or smoke detector/s.                                 |  |   |
| 9. The SERVICE PROVIDER shall at all times keep all the documents, records and files placed under its care secure and confidential. For this purpose, no storage boxes shall be opened, inspected or tampered with in any form by the SERVICE PROVIDER without the written consent of PRA. |  |   |
| 10. The SERVICE PROVIDER shall have a barcode system for tracking and inventory of documents and generating electronic reports. It shall provide barcode stickers for every box stored therein.  |  |   |
| 11. The SERVICE PROVIDER has satisfactory record of service with its clientele.  |  |   |
| 12. The SERVICE PROVIDER shall provide standard and customizable boxes for document storage. The transfer/pick-up of boxes from Existing Provider must be shouldered by the Winning Bidder free of charge.   |  |   |

| <b><u>SCOPE OF SERVICE / SERVICE REQUIREMENTS</u></b>   |  |  |
|---|--|--|
| <p>1. The third-party service provider should be able to provide the following:</p> <ul style="list-style-type: none"> <li>- Provision Storage Box of (16" x 13" x 13) and (L24" x W15" x H10").</li> <li>- Storage spaces that can accommodate a more than 1110 pieces of boxes</li> <li>- Barcoding</li> <li>- On-site Access for Retrieval of Boxes</li> <li>- Retrieval/Pull-out of Files/Boxes by the PRA</li> <li>- Pick-up of New boxes from PRA and for storage at Service Provider</li> <li>- Provision of Inventory Report</li> </ul>   |  |  |
| <p>2. Facility and Vicinity</p> <ul style="list-style-type: none"> <li>- Exclusive walled compound/owned warehouse</li> <li>- Perimeter wall must be at least 6-12 feet high above street level</li> <li>- Full insulated warehouse – Temperature maintained between 15-25°C (59-77°F) – Humidity maintained between 35-65% RH</li> <li>- Flood-free facility, with no prior flood history</li> <li>- With monthly regular pest control</li> <li>- Industrial strength racking system</li> <li>- With dedicated facility for storage of hard copy records.</li> </ul>   |  |  |
| <p>3. The personnel/staff are:</p> <ul style="list-style-type: none"> <li>- Provided with uniforms and Identification Cards</li> <li>- Signed a confidentiality agreement</li> <li>- Courteous, disciplined and prompt to act to client's request.</li> </ul>   |  |  |
| <p>4. Prices of services can be charged at its minimum:</p> <ul style="list-style-type: none"> <li>- Monthly storage rates of boxes with sizes 16" x 13" x 13" at Php 12.00</li> <li>- Purchase of cartons with 16" x 13" x 13" at maximum Php 70.00</li> <li>- Handling Charges <ul style="list-style-type: none"> <li>a. One-time Barcode Registration at Php 65.00</li> <li>b. Delivery/Retrieval of Boxes/cartons from Service Provider Facility to PRA Office or vice versa at maximum of Php 70.00</li> <li>c. Access of boxes at the Service Provider Facility at Php 20.00</li> <li>d. Permanent Retrieval or pull out from the Service Provider Facility at Php 90.00</li> <li>e. Transfer of Boxes/ cartons to the new Service Provider is FREE of charge.</li> </ul> </li> </ul> |  |  |
| <b><u>BILLING / MODE OF PAYMENT</u></b>   |  |  |
| <p>The SERVICE PROVIDER shall charge PRA on a Monthly basis to include the following transactions:</p> <ul style="list-style-type: none"> <li>- Storage Charges</li> <li>- Handling Charges (retrieval, delivery, pick-up and barcoding)</li> <li>- Packaging Materials or Purchase of Carton</li> <li>- Permanent Retrieval</li> </ul> <p>Billing Invoice must have accompanied with Work Order Request Form and Transaction Receipts.</p>   |  |  |
| <b>B. Inclusion:</b>  |  |  |
| - N / A   |  |  |
| <b>C. Delivery Requirement</b>  |  |  |
| - Project duration is from 01 November 2024 to 31 November 2025.  |  |  |

|                    |       |  |
|--------------------|-------|--|
| <b>D. Warranty</b> |       |  |
| -                  | N / A |  |

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. In case of accounts maintained in other Bank, Bank Transfer fees shall be chargeable against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank):  
\_\_\_\_\_

Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

| <b><u>PROCUREMENT OF SERVICES FOR RECORDS OFF-SITE STORAGE</u></b> |   |
|--|---|
| <b>Approved Budget for the Contract Quantity</b>                   | <b>Total Offered Quotation (Inclusive of VAT)</b>   |
| <b>Three Hundred Thousand Pesos (PhP300,000.00)</b>                | <p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>In Figures:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> |

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es