REQUEST FOR QUOTATION

Date: _____
RFQ No.: 03 – 2026 – 065

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 **PURCHASE AND DELIVERY OF BAG FOR RRSD USE** 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 **05 MARCH 2026** 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: ***procurement@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 (Year 2026)***
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* ***procurement@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 ***procurement@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:

PURCHASE AND DELIVERY OF BAG FOR RRSD USE		
Minimum Technical Specifications	**Offered Technical Specification/Service**	**Statement of Compliance** ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications as stated in the attached purchase request shall be rejected.		
PURCHASE AND DELIVERY OF BAG FOR RRSD USE)		
Technical Specification		
FAILURE TO STATE COMPLIANCE WILL NOT BE ACCEPTED		
A. General Specifications:		
	Estimated unit cost	
Specifications:		
2 pcs - Large Capacity Briefcase Bag for Men - Business Bag - Can Fit Up to 19 inch Laptop - 36cm x 20cm x 49cm - Thickness can be extended to 23cm	**2,500.00 / piece**	
1 pc - 18-inch Business Luggage Hard Shell - Suitcase Train Conductor Carry On - Wheel Spinner Polyester Interior	**5,300.00 / piece**	
B. Inclusion		
- N / A		
C. Delivery Requirement		
- *Must be delivered within **THIRTY (30) CALENDAR DAYS** upon the receipt of Purchase Order (PO).*		

D. Warranty		
- 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.

PURCHASE AND DELIVERY OF BAG FOR RRSD USE	
Approved Budget for the Contract Quantity	**Total Offered Quotation (Inclusive of VAT)**
Ten Thousand Three Hundred Pesos (PhP10,300.00)	**In Words:** _____ _____ _____ **In Figures:** _____ _____ _____

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email address/es