



## Philippine Economic Zone Authority

### SUPPORT SERVICES DEPARTMENT

Telephone: (632) 551-3451 loc 113/114/102 | (632) 891-6382

Website: www.peza.gov.ph | E-mail: susd@peza.gov.ph

### LIST of REQUIREMENTS for the IMPORTATION of SPECIALIZED CONSTRUCTION MATERIALS and EQUIPMENT

- \_\_\_\_\_ 1 . **Letter of Request** from locator for Importation of Specialized Construction Materials / Equipment addressed to:

**BGen. CHARITO M. PLAZA, MNSA, PhD**  
Director General

**Attn: Engr. DOMINADOR A. ZAGADA JR.**  
DM, Support Services Department

Signed by the owner or his authorized representative. Please indicate the material/s requested, its specific use, and exact location (use building grid lines) where it will be installed;

- \_\_\_\_\_ 2 . **Photocopy of approved PEZA Permits/Assessment Fees** relative to material / equipment requested including copy of its official receipt;

- \_\_\_\_\_ 3 . **Notarized Affidavit** that the imported specialized construction materials / equipment will be used exclusively in the construction of the factory building: justification / explanation on how each subject item to be imported will directly affect product quality and/or technical viability of production operation (signed by the owner or his authorized representative);

- \_\_\_\_\_ 4 . **Proforma / Commercial Invoice** of indent supplier with number, date, country / port of origin, currency and complete item description, specification and quantity (signed by supplier and owner);

- \_\_\_\_\_ 5 . **Itemized Packing List** of materials / equipment with complete description - quantity, dimension, color, specification, model, etc. (signed by supplier and owner);

- \_\_\_\_\_ 6 . **Technical Specifications, Brochures (in English), Pictures, Material Sample** (when necessary), and **Comparative Analysis** if item requested has a local equivalent;

- \_\_\_\_\_ 7 . **Approved Plan / Layout** showing where these materials / equipment will be installed, (signed and sealed by required engineer and signed by owner / authorized representative);

- \_\_\_\_\_ 8 . **Detailed Computation** on how you arrived at quantity requested (signed by engineer and owner or authorized representative);

- \_\_\_\_\_ 9 . **Importation Balance / Summary Sheet** for additional / repeat order application (signed by owner or authorized representative);

- \_\_\_\_\_ 10 . **Photocopy of Approved LOA, Maintenance Report, and Pictures** showing items to be replaced (for importation of replacement parts and materials); and

- \_\_\_\_\_ 11 . **Authorization Letter** of company representative showing the name/s, present address, landline/mobile no. and specimen signature (present valid ID to evaluator).

### REMINDERS:

- Please submit to Support Services Department **2 sets** of the abovelisted requirements arranged as numbered and properly fastened in folders.
- Only application with **complete** and **compliant** requirements will be accepted.