



RFQ No. 2020-11-033
Date 16 November 2020

REQUEST FOR QUOTATION (Alternative Mode – Small Value Procurement)

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative Mode – Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Procurement of Additional Email Licenses
Description/Specifications	Attached Annex "A"
Approved Budget for the Contract (ABC)	PhP210,000.00
Deadline of Submission of Bid	20 November 2020

Interested suppliers may submit their duly accomplished Price Quotation Form (Annex A), per lot/s, on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 10/Floor, Double Dragon Center West Building, DD Meridian Plaza, Diosdado Macapagal Avenue, Pasay City.

Bidders must submit sealed quotation/s in the address given above together with the following documentary requirements:

- 1) PhilGEPs Registration Number;
- 2) Valid and Current Mayor's/Business Permit 2020
- 3) Omnibus Sworn Statement (OSS)

Award of contract shall be given to the lowest calculated bidder which complies with the item description/s (Annex A), and General Terms and Conditions (Annex B).

For any clarification, you may contact/email BAC Secretariat at telephone nos., (02) 85513451 local 634 or bacsec@peza.gov.ph.


TERESO O. PANGA
BAC, Chair

RFQ No.

2020-11-033

Date

16 November 2020

Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

DDG TERESO O. PANGA

Chairperson, Bids and Awards Committee
 Philippine Economic Zone Authority (PEZA)
 8/F Double Dragon Center West, DD Meridian Plaza,
 Diosdado Macapagal Avenue, Pasay City

Thru: BAC Secretariat

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s for the items as follows:

Quantity	Item Description Quantity	Bid Price (Php)
1 lot	<p>Additional Email Licenses</p> <p style="padding-left: 40px;">Exchange Online – Plan 1 (50GB) No. of Licenses/Users: 50</p> <p style="padding-left: 40px;">Exchange Online – Plan 2 (100GB) No. of Licenses/Users: 15</p> <p style="padding-left: 40px;">Office 365 E1 (with Teleconferencing) No. of Licenses/Users: 15</p> <p>Validity period: Eight (8) months</p>	
Bid Price (inclusive of VAT and other charges)		

 Signature over Printed Name

 Office Telephone No. / Mobile Telephone No.

 Email address/es

Annex "B"

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the sealed envelope:
 - his/her name or business name;
 - address; and
 - identification of the item/s being quoted.
- Delivery period: **Thirty (30) calendar days upon receipt of Notice to Proceed/Contract**
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:
10/F Double Dragon Center West, DD Meridian Plaza, Diosdado Macapagal Avenue, Pasay City