



# PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	2020-10-025
Date	12 October 2020

## REQUEST FOR QUOTATION (Alternative-Small Value Procurement)

Name of Company: \_\_\_\_\_

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

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative/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 PEZA Corporate Giveaways
Description/Specifications	Attached Annex "A"
Approved Budget for the Contract (ABC)	PhP990,000.00
Deadline of Submission of Bid	20 October 2020

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 10<sup>th</sup> Floor, DoubleDragon Center West Building, DD Meridian Park, EDSA cor. Macapagal Ave., 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);
- 4) BIR eFPS, Quarterly Income Tax Return (ITR)-(previous 2 quarters, BIR Form No. 1701Q); and
- 5) BIR eFPS, Monthly VAT Declaration (last 6mos, BIR Form No. 2550-M).

Award of contract shall be given to the lowest calculated bidder which complies with the technical specifications (Annex A) and General Terms and Conditions (Annex B).

For any clarification, you may contact/email BAC Secretariat at telephone nos. (02) 85513451 local 200 or 85513429 or [bacsec@peza.gov.ph](mailto:bacsec@peza.gov.ph).

  
TERESO O. PANGA  
BAC, Chair

RFQ No.

2020-10-025

Annex "A"  
**PRICE QUOTATION FORM**  
 (Financial Bid)



**DDG TERESO O. PANGA**




Chairperson, Bids and Awards Committee  
 Philippine Economic Zone Authority (PEZA)  
 8<sup>th</sup> Floor, DoubleDragon Center West Building, DD Meridian Park,  
 Macapagal Ave., 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:

Unit	Item		Bid Price
1 lot	<p><b>Office Essentials Gift Set (Big)</b></p> <ul style="list-style-type: none"> <li>• <b>150 pcs</b></li> <li>• Including: Notebook (A5 size), Tumbler(400ml-500ml), and Ballpen</li> <li>• With Customized printing</li> <li>• With Black box packaging with the PEZA logo printing</li> <li>•</li> </ul>		
	<p><b>Office Essentials Gift Set (Small)</b></p> <ul style="list-style-type: none"> <li>• <b>200 pcs</b></li> <li>• Including: Powerbank(1000mah capacity) Flash Drive(8GB), Ballpen</li> <li>• With Customized printing</li> <li>• With Black box packaging with the PEZA logo printed</li> </ul>		

	<p><b>Mini Humidifier</b></p> <ul style="list-style-type: none"> <li>• <b>600 pcs</b></li> <li>• Capacity: 240ml</li> <li>• Noiseless spray</li> <li>• With one color logo print</li> <li>• Packaging: Printed Box</li> </ul>		
	<p><b>Sanitation kit</b></p> <ul style="list-style-type: none"> <li>• <b>600 pcs</b></li> <li>• Includes (1) washable face mask with customized printing</li> <li>• Three (3) 50ml cosmetic bottles that contains (1) ethyl alcohol with 70% solution. (2) Hand Sanitizer/Alcogel (3) Liquid Hand Wash. All bottles with logo and label printing</li> <li>• With hard case zipper organizer bag with one color logo printing</li> </ul>		
	<p><b>LED 3-in-1 USB cable connector</b></p> <ul style="list-style-type: none"> <li>• 300 pcs</li> <li>• With USB to Micro-USB, Lightning and Type C with logo printing</li> <li>• With Customized gift box packaging</li> </ul>		

**\* Note: Bid price should be inclusive of government tax.**

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

\_\_\_\_\_  
Office Telephone No. / Mobile Telephone No.

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

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

## 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: 45 calendar days upon receipt of NTP/PO/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:  
8th Floor, DoubleDragon Center West Building, DD Meridian Park, EDSA cor. Macapagal Ave., Pasay City.