PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	2021-01-002
Date	18 January 2021

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 Wall Directory and Office Signage**
Description/Specifications	Attached Annex "B"
Approved Budget for the Contract (ABC)	PhP 731,200.00
Deadline of Submission of Bid	January 26, 2021

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, 8th 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 2021;
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.

TERESO O. PANGA
BAC, Chair

RFQ No.	2021-01-002

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

DDG TERESO O. PANGA
Chairperson, Bids and Awards Committee
Philippine Economic Zone Authority (PEZA)
8th 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:

Quantity/Unit	Items/Specifications	Bid Price
1 lot	**PEZA Office Signage:** Background: Wood material, Blue Paint finish Size: 24" Length x 7" Height x ¾" Thick With Brass cut-out letters complete with stud for attachment, buffed finish (Please see Annex B for the complete technical specifications)	
	PEZA Directory Wall Signage: Background: Wood material, Blue Paint finish Size: 65" Length x 55" Height x ¾" Thick With Brass cut-out letters, build up by ¼ sidings complete with stud for attachment, buffed finish with LED lighting and 3 pcs transformer each marker. (Please see Annex B for the complete technical specifications)	

*** 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"

Technical Specifications

PEZA Office Signage:

Specification:

Back Ground: Wood Material , Blue Paint Finish Size 24" Length x 7" Height x 3/4" Thick

With Brass cut-out letters complete with stud for attachment, buffed finish

Sizes of Text:

1) Office of the - 1.5" height
   DIRECTOR GENERAL - 2" height

2) DEPUTY DIRECTOR GENERAL for - 1.5" height
   FINANCE and ADMINISTRATION

3) DEPUTY DIRECTOR GENERAL for – 1.5" height
   OPERATIONS

4) DEPUTY DIRECTOR GENERAL for – 1.5" height
   POLICY and PLANNING

5) BOARD ROOM – 2" height

6) HALL of INVESTOR COUNTRY FLAGS – 2" height

7) CLINIC – 2" height

8) AUDITORIUM – 2" height

9) TRAINING ROOM 1 – 2" height

10) TRAINIING ROOM 2 – 2" height

11) COMMISSION ON AUDIT (COA) – 2" height

12) CASHIER – 2" height

13) BUREAU of CUSTOMS – 2" height

14) BUREAU of FIRE – 2" height

15) BUREAU of IMMIGRATION – 2" height

16) PANTRY – 2" height

17) PANTRY – 2" height

18) PANTRY – 2" height

19) CONFERENCE ROOM – 2" height

20) CONFERENCE ROOM – 2" height

21) CONFERENCE ROOM – 2" height

22) LIBRARY – 2" height

23) INCIDENT COMMAND CENTER – 2"

PEZA Directory Wall Signages

Specification:

Back Ground: Wood Material, blue paint finish

Size 65" Length x 55" height x 3/4 thick

With Brass cut-out letters, build up by 1/4 sidings

Complete with stud for attachment, buffed finish with LED lighting and 3 pcs transformer each marker.

1) 10th– 5" height & 3" height
   PHILIPPINE ECONOMIC ZONE AUTHORITY – 6" height (Please see attached design)

2) PHILIPPINE ECONOMIC ZONE AUTHORITY – 3.5" height (Please see attached design)
   10th – 9" height & 6" height
   Small text – 1.75" height
   Arrows – 5" x 4"

3) PHILIPPINE ECONOMIC ZONE AUTHORITY – 3.5" height (Please see attached design)
   9th – 9" height & 6" height
   Small text – 1.75" height
   Arrows – 5" x 4"

4) PHILIPPINE ECONOMIC ZONE AUTHORITY – 3.5" height (Please see attached design)
   9th – 9" height & 6" height
   Small text – 1.75" height
   Arrows – 5" x 4"

5) PHILIPPINE ECONOMIC ZONE AUTHORITY – 3.5" height (Please see attached design)
   8th – 9" height & 6" height
   Small text – 1.75" height
   Arrows – 5" x 4"

6) PHILIPPINE ECONOMIC ZONE AUTHORITY – 3.5" height (Please see attached design)
   9th – 9" height & 6" height
   Small text – 1.75" height
   Arrows – 5" x 4"

PEZA WALL DIRECTORY

Font: **ARIAL BLACK**

PHILIPPINE ECONOMIC
ZONE AUTHORITY
10th FLOOR
» • LEGAL SERVICES GROUP
• OFFICE OF THE BOARD SECRETARY
• PROMOTIONS AND PUBLIC RELATIONS GROUP
« • INTERNAL CONTROL GROUP
• MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

PHILIPPINE ECONOMIC
ZONE AUTHORITY
9th FLOOR
» DEPUTY DIRECTOR GENERAL FOR OPERATIONS
• ENTERPRISE ASSISTANCE GROUP
• ENTERPRISE OPERATIONS DEPARTMENT
• ENTERPRISE SERVICES DIVISION
• INCENTIVES MANAGEMENT DIVISION
«
• ENTERPRISE REGULATIONS DEPARTMENT
• SERVICE REGISTRATION UNIT
• ENTERPRISE REGULATIONS & SUPPORT SERVICES GROUP

PHILIPPINE ECONOMIC
ZONE AUTHORITY
9th
FLOOR
» • GENERAL ADMINISTRATIVE SERVICES DEPARTMENT
• FINANCE GROUP
«
• DEPUTY DIRECTOR GENERAL FOR FINANCE AND ADMINISTRATION
• HUMAN RESOURCE DEVELOPMENT DEPARTMENT

PHILIPPINE ECONOMIC
ZONE AUTHORITY
8th FLOOR
» SECURITY SERVICES DEPARTMENT
• FOREIGN NATIONAL UNIT
• BUREAU OF IMMIGRATION
• COMMISSION ON AUDIT
«
• BUREAU OF CUSTOMS
• ZONE OFFICE NCR
• B.F.P. CLUSTER UNIT
• SUPPORT SERVICES DEPARTMENT

PHILIPPINE ECONOMIC
ZONE AUTHORITY
8th
FLOOR
» DEPUTY DIRECTOR GENERAL
FOR POLICY AND PLANNING
• CORPORATE PLANNING DEPARTMENT
• ECOZONE DEVELOPMENT DEPARTMENT
«
• ENVIRONMENTAL SAFETY GROUP

Office of the
DIRECTOR GENERAL

DEPUTY DIRECTOR GENERAL for FINANCE and ADMINISTRATION

DEPUTY DIRECTOR GENERAL
for OPERATIONS

DEPUTY DIRECTOR GENERAL
for POLICY AND PLANNING

BOARD ROOM

HALL of INVESTOR COUNTRY FLAGS

CLINIC
AUDITORIUM
TRAINING ROOM 1

TRAINING ROOM 2
COMMISSION ON AUDIT (COA)
CASHIER

BUREAU of IMMIGRATION
BUREAU of FIRE
BUREAU of CUSTOMS

PANTRY
PANTRY
PANTRY

CONFERENCE ROOM
CONFERENCE ROOM
CONFERENCE ROOM

LIBRARY
INCIDENT COMMAND CENTER

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/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