Philippine Economic Zone Authority

PEZA

RFQ No. 2019-08-045
Date 30 August 2019

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	**Rental of Photocopier Machines for PEZA-HO**
Requirements & Specifications	**Attached as Annex "A"**
Approved Budget for the Contract (ABC)	**Php314,880.69**
Deadline of Submission	**06 September 2019, 5:00PM**

Interested suppliers 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, 5Floor, PNOC Bldg.5, DOE-PNOC Complex, Energy Center, Rizal Drive, BGC, Taguig City.

Bidders must submit bid/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 2019, (for individual proprietor, BIR Certificate of Registration shall be submitted in lieu of Mayor's permit);
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 Terms and Conditions.

For any clarification, you may contact the BAC Secretariat at tel. nos. (02) 5513429 or 5513451 local 200.

Atty. JESSICA P. PALISOC
Vice Chairman
Bids and awards Committee

RFQ No. 2019-08-046
Date

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

DDG TERESO O. PANGA
Chairperson, Bids and Awards Committee
Philippine Economic Zone Authority (PEZA)
5Floor, PNOC Bldg.5, DOE-PNOC Complex, Energy Center
Rizal Drive, BGC, Taguig City

Thru: BAC Seretariat

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:

Requirements
• Maintenance and repair service, inclusive of spare parts; • Toner and other consumable items will be supplied by service provider, except paper; • All costs for installation and delivery of the machines, will be borne by the service provider; • Provision of free operator training to end users; and • Minimum of 5,000 copies per month

Specifications	Quantity	Bid Price (Php)
• Can reproduce a minimum of 33-51 pages per minute; • Duplex Automatic Document Feeder; • Size of Paper Tray can accommodate up to a maximum of A3 size paper; • With Exposure Control used to darken or lighten text print of documents; and • Monochrome copying (black)	12	

_____
Signature over Printed Name

_____
Office Telephone No. / Mobile Telephone No.

_____
Email address

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: **15 Calendar days upon receipt of NTP/PO.**
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:
  3Floor, PNOC Bldg.3, DOE-PNOC Complex, Energy Center, Rizal Drive, BGC, Taguig City.

pms