Republic of the Philippines

# PHILIPPINE ECONOMIC ZONE AUTHORITY

| RFQ No. | SPMD-2026-009 |
|---|---|
| Date | 03/11/2026 |

## REQUEST FOR QUOTATION
### Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with **Section 34** of the Implementing Rules and Regulations of the **Republic Act No. 12009**.

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| **Name of Procurement Project** | Procurement for the Supply, Installation, and Delivery of Various Office Furniture, Appliances, and IT Supplies |
| **Description/Specifications** | Please refer to the attached "Annex B" for the specifications. |
| **Approved Budget for the Contract (ABC)** | Php 721,128.25 |
| **Deadline of Submission of Bid:** | 03/18/2026 TIME 05:00 PM |

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Supply and Property Management Division (SPMD), 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

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

- ✓ Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate

  Certification of Authorized Distributor from HP
- ✓ Omnibus Sworn Statement (Notarized) for ABCs above 50K

  Note:
  - For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative;
  - For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.
- ✓ PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
- ✓ Annual Income Tax Return for ABC above 500K

  Note:
  - **Latest Income Tax Return filed via eFPS with proof of payment and filing, as applicable** (For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR) **and**
  - **Latest Business Tax Return filed via eFPS, with proof of payment and filing** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact **Supply and Property Management Division (SPMD) at 8551-3445 loc. 338 or email us at spmd@peza.gov.ph**

**NILDA T. LUMAPAK**
**OIC, DM - GASD**

| RFQ No. | SPMD-2026-009 |
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Annex "A"
**PRICE QUOTATION FORM**
(Financial Bid)

**NILDA T. LUMAPAK**
Office-in-Charge, DM
**General Administrative Services Department (GASD)**
9th Floor Double Dragon Center, West Building, Macapagal Blvd. Pasay City

Dear Madame/Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

| No. | Description | Average Unit Cost | Total Average Cost | Total Bid Price |
|---|---|---|---|---|
| 1 LOT | **Refrigerator**<br>1 unit | ₱29,687.50 | **₱29,687.50** | |
| | **Water Dispenser**<br>3 units | ₱11,143.83 | **₱33,431.50** | |
| | **Electric Fan, Wall Mount**<br>1 unit | ₱3,428.38 | **₱3,428.38** | |
| | **Coffee Maker**<br>1 unit | ₱5,512.13 | **₱5,512.13** | |
| | **Oven Toaster**<br>1 unit | ₱4,793.38 | **₱4,793.38** | |
| | **Clerical Chair w/ Armrest**<br>15 units | ₱5,665.83 | **₱84,987.50** | |
| | **Executive Chair Heavy Duty w/ Armrest**<br>3 units | ₱11,930.83 | **₱35,792.50** | |
| | **Office Table and Chairs**<br>1 set | ₱63,749.00 | **₱63,749.00** | |
| | **Monobloc Table, white, 4 Seater**<br>1 unit | ₱2,849.93 | **₱2,849.93** | |
| | **Steel Mobile Pedestal**<br>3 units | ₱7,771.43 | **₱23,314.29** | |
| | **Digital Voice Recorder**<br>3 units | ₱11,713.67 | **₱35,141.00** | |
| | **Mouse**<br>20 pieces | ₱234.07 | **₱4,681.33** | |

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|---|---|---|---|---|
| | **USB Keyboard**<br>20 pieces | ₱415.00 | **₱8,300.00** | |
| | **Adapter Plug**<br>10 pieces | ₱43.58 | **₱435.83** | |
| | **Desktop/Laptop Speaker**<br>1 unit | ₱1,091.33 | **₱1,091.33** | |
| | **1 TB External Hard Drive 3.0**<br>5 pieces | ₱4,414.00 | **₱22,070.00** | |
| | **Aircon Floor Mounted 2HP**<br>(CIP II – 1 unit) | ₱64,904.33 | **₱64,904.33** | |
| | **Aircon Split Type 1.5 HP**<br>(CIP II – 1 unit) | ₱60,203.33 | **₱60,203.33** | |
| | **Aircon Split Type 2 HP**<br>(PTC – 1 unit) | ₱92,500.00 | **₱92,500.00** | |
| | **Aircon Split Type 2 HP**<br>(LIP – 2 units) | ₱61,480.00 | **₱122,960.00** | |
| | **Colored Printer**<br>1 unit<br>*(Bid Price must be inclusive of VAT and other charges)* | ₱21,295.00 | **₱21,295.00** | |
| | | | | |

**COMPANY/CLINIC NAME** : _____

**ADDRESS** : _____

**PHILGEPS REG. NO.** : _____

**BIR TIN No.** : _____

**AUTHORIZED SIGNATORY:** _____

*Signature Over Printed Name*

**DATE** : _____

**CONTACT NO.** : _____

**EMAIL ADDRESS** : _____

***For proper withholding tax and VAT treatment, may we confirm if your company is VAT-registered or non-VAT?*** _____

**INSTRUCTIONS:**

(1) Accomplish this Form 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 SPECIFICATION/ TERMS OF REFERENCE

**Procurement for the Supply, Installation, and Delivery of Various Office Furniture, Appliances, and IT Supplies**

| [No] | [REQUIREMENT/DESCRIPTION/INFORMATION] | STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY") |
|---|---|---|
| 1 | **Refrigerator** | |
| | • Quantity: 1 unit<br>• 7.5 cu ft, Inverter<br>• Top Freezer<br>• Two Door<br>• No Frost<br>• Delivery Fee<br>• Location: Lot 12, Blk 2, North Main Ave., Laguna Technopark, Inc. Brgy. Malamig, Biñan Laguna, 4024<br>• 1 year warranty | |
| 2 | **Water Dispenser** | |
| | • Quantity: 3 units<br>• Hot and Cold<br>• 1 year warranty | |
| 3 | **Electric Fan, Wall Mount** | |
| | • Quantity: 1 unit<br>• Wall mount<br>• 1 year warranty | |
| 4 | **Coffee Maker** | |
| | • Quantity: 1 unit<br>• 1.5 liters<br>• 1 year warranty | |
| 5 | **Oven Toaster** | |
| | • Quantity: 1 unit<br>• 10-liter capacity<br>• Top and bottom heating<br>• 1 year warranty | |
| 6 | **Clerical Chair w/ Armrest** | |
| | • Quantity: 15 units<br>• Ergonomic heavy duty WITH armrest<br>• Black<br>• Mesh Fabric Cover<br>• 1 year warranty | |

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| 7 | **Executive Chair Heavy Duty w/ Armrest** | |
| | • Quantity: 3 units<br>• Leatherette Ergonomic Heavy Duty with Armrest<br>• with head rest, padded seatrest, and tilt function<br>• Color: Black<br>• 1 year warranty | |
| 8 | **Office Table and Chairs** | |
| | • Quantity: 1 set<br>• 12-15 persons<br>• Conference Table w/ Chairs<br>• 1 year warranty | |
| 9 | **Monobloc Table, Heavy duty, 4-seater** | |
| | • Quantity: 1 unit<br>• size: 4 ft<br>• color: White<br>• 1 year warranty | |
| 10 | **Steel Mobile Pedestal** | |
| | • Quantity: 3 units<br>• With 3 Drawers including 1 Central Lock, 1 Pen Tray and 1 File Divider<br>• 5 Swivel Castors built for ease on mobility<br>• Material: Powder-coated steel<br>• Dimensions: 40(W) x 56.5(D) x 65.5(H) cm<br>• Weight: 14kgs<br>• 1 year warranty | |
| 11 | **Digital Voice Recorder** | |
| | • Quantity: 3 units<br>• Built-In Lithium Battery<br>• Built-In Memory<br>• Built-In Microphone<br>• Calendar Search<br>• LCD Backlight<br>• Maximum Files per Folder (199)<br>• Maximum Files Total (5000 files including number of folder)<br>• PC Connectivity<br>• Playback Format (LPCM/MP3/AAC/WMA<br>• Recording Format (Linear PCM/MP3)<br>• Usb Connection Charging<br>• Color Black<br>• 1 year warranty | |

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| 12 | **Mouse** | |
| | Quantity: 20 pieces<br>Interface: USB connection<br>Performance<br>• Tracking Technology: Optical sensor<br>• Resolution: Standard optical resolution suitable for general computer use<br>• Number of Buttons: At least three (left, right, and scroll wheel button)<br>• Scroll Feature: Scroll wheel for vertical navigation<br>Compatibility<br>• Compatible with common desktop and laptop operating systems<br>• Plug-and-play functionality via USB port<br>Design<br>• Ergonomic design suitable for general use<br>• Standard full-size mouse form factor<br>• Color: Black or similar neutral color<br>Construction<br>• Durable plastic housing<br>• Wired connection with fixed USB cable<br>Warranty<br>• 1 year | |
| 13 | **USB Keyboard** | |
| | Quantity: 20 pieces<br>Interface: USB connection<br>Layout and Keys<br>• Keyboard Layout: Standard full-size keyboard layout<br>• Number of Keys: Approximately 100+ keys including function keys and numeric keypad<br>• Key Type: Membrane or equivalent keyboard switch type<br>Features<br>• Plug-and-play USB connectivity<br>• Dedicated function keys for common computer commands<br>• Standard key spacing for comfortable typing<br>Compatibility<br>• Compatible with common desktop and laptop operating systems<br>• Suitable for office and general computer use<br>Design<br>• Full-size keyboard design with numeric keypad<br>• Color: Black or similar neutral color<br>• Durable plastic construction<br>Warranty<br>• 1 year | |

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| 14 | **Adapter Plug** | |
| | Quantity: 10 pieces<br>Product Type: Universal plug adapter<br>Socket Type: Universal input socket compatible with various plug types<br>Plug Compatibility: Compatible with common international plug configurations<br>Electrical Specifications<br>• Rated Voltage: 100–250 V AC<br>• Rated Current: Up to 10 A or equivalent<br>• Frequency: 50/60 Hz<br>Features<br>• Compact and portable design<br>• Durable outer casing<br>• Suitable for general household or office electronic devices<br>Power Source<br>• Direct connection to standard wall outlet<br>Physical Specifications<br>• Lightweight and portable construction<br>• Standard adapter plug form factor | |
| 15 | **Desktop/Laptop Speaker** | |
| | Quantity<br>• 1 set<br>General Information<br>• Speaker Type: 2.0 channel stereo desktop speaker<br>• Color: Black<br>• Lighting: RGB illumination with multiple lighting modes<br>Audio Specifications<br>• Output Power: 6 W total (3 W × 2)<br>• Driver Unit: 50 mm speaker drivers<br>• Frequency Response: 130 Hz – 20 kHz<br>• Signal-to-Noise Ratio: Approximately 82 dB<br>• Speaker Impedance: 4 Ω<br>• Total Harmonic Distortion: < 1%<br>Connectivity<br>• Wireless Connectivity: Bluetooth 5.0<br>• Wired Connectivity:<br>  ○ 3.5 mm audio jack (AUX)<br>  ○ USB interface (power supply)<br>• Wireless Range: Up to approximately 10 meters<br>Features<br>• Dual-mode connection (Bluetooth and wired audio)<br>• RGB lighting effects with multiple spectrum modes<br>• Touch or button control for lighting and audio functions<br>• Compatible with desktop computers, laptops, and mobile devices<br>Power<br>• Power Source: USB powered (5 V) | |

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| | Physical Specifications<br>• Dimensions: Approximately 81 × 90 × 180 mm<br>• Weight: Approximately 855–900 g<br>• Construction Material: ABS plastic<br>• Cable Length: Approximately 1.3 m<br>Warranty<br>• 1 year | |
| 16 | **1 TB External Hard Drive 3.0** | |
| | Quantity<br>• 5 pieces<br><br>Storage Capacity: 1 TB<br>Drive Type: External portable hard disk drive (HDD)<br>Form Factor: 2.5-inch<br>Performance<br>• Interface: USB 3.0 (backward compatible with USB 2.0)<br>• Rotational Speed: Up to 7200 RPM<br>• Cache Memory: 8 MB<br>Compatibility<br>• Compatible with Windows, macOS, and other operating systems with USB support<br>• Plug-and-play functionality (no external power supply required)<br>Power<br>• Power Source: USB bus-powered (powered directly through the USB cable)<br>Physical Specifications<br>• Dimensions: Approximately 122 × 81 × 15 mm<br>• Weight: Approximately 150–170 g<br>Package Contents<br>• External hard drive unit<br>• USB 3.0 cable<br>• Quick start guide<br>Typical Features<br>• Drag-and-drop file storage<br>• Portable and lightweight design<br>• No external power adapter required<br>• Suitable for backup, file transfer, and additional storage<br>Warranty<br>• 1 year | |

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| 17 | **Aircon Floor Mounted 2 HP** | |
| | • 1 unit<br>• 2 hp Floor Mounted<br>• 40 amps. Breaker<br>• Stranded Wire # 5.5mm - 6 mtrs.<br>• Installation on site<br>• Delivery Fee<br>• Location: Carmelray Industrial Park II - Special Economic Zone, Barangay Punta/Milagrosa, Calamba City, Laguna, Philippines, 4027<br>• 1 year warranty | |
| 18 | **Aircon Split Type 1.5 HP** | |
| | • 1 unit<br>• 1.5 hp Split type<br>• 40 amps. Breaker<br>• Stranded Wire # 5.5mm - 10 mtrs.<br>• Installation on site<br>• Delivery Fee<br>• Location: Carmelray Industrial Park II - Special Economic Zone, Barangay Punta/Milagrosa, Calamba City, Laguna, Philippines, 4027<br>• 1 year warranty | |
| 19 | **Aircon Split Type 2 HP** | |
| | • 1 unit<br>• 2 hp Split type<br>• 20 mtr. #2.0 stranded wire<br>• 26 mtr. #5.5 stranded wire<br>• 8 mrt. Copper Tube<br>• 30 amp. Circuit Breaker w/ Enclosure 2p.<br>• Installation on site<br>• Delivery Fee<br>• Location: People's Technology Complex Brgy. Maduya, Carmona Cavite,4116<br>• 1 year warranty | |

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| 20 | **Aircon Split Type 2 HP** | |
| | • 2 units<br>• 2 HP Split type<br>• 20 mtrs. Copper Tube<br>• 35 mtrs. 5.5 mm stranded wire<br>• 65 mtrs. 2.0 mm stranded wire<br>• 2 pcs. 30 amps. Breaker (Enclosure)<br>• Installation on site<br>• Delivery Fee<br>• Location: Luisita Industrial Park (Special Economic Zone) San Miguel, Tarlac City, Tarlac, Philippines<br>• 1 year warranty | |
| 21 | **Colored Printer** | |
| | 1 unit<br>Printer Type: All-in-One (Print, Scan, Copy, Fax)<br>Printing Technology: Inkjet printing with permanent printhead<br>Display: Color LCD display panel<br>Automatic Document Feeder (ADF): At least 35 sheets capacity<br>Printing Specifications<br>• Maximum Print Resolution: Up to 4800 × 1200 dpi<br>• Print Speed:<br>o Up to 17 images per minute (black)<br>o Up to 9.5 images per minute (color)<br>• Draft Print Speed:<br>o Up to 37 pages per minute (black)<br>o Up to 23 pages per minute (color)<br>• Automatic Duplex Printing: Supported<br>• First Page Out Time:<br>o Approx. 7 seconds (black)<br>o Approx. 11 seconds (color)<br>Ink System<br>• Ink System Type: Refillable ink tank system<br>• Ink Colors: Black, Cyan, Magenta, Yellow<br>• Approximate Page Yield:<br>o Up to 7,500 pages (black)<br>o Up to 6,000 pages (color)<br>Scanning Specifications<br>• Scanner Type: Flatbed color scanner<br>• Sensor Type: Contact Image Sensor (CIS)<br>• Optical Scan Resolution: Up to 1200 × 2400 dpi<br>• Maximum Scan Size: Up to A4 (216 × 297 mm)<br>Copy Specifications<br>• Copy Resolution: Up to 600 × 600 dpi<br>• Copy Reduction/Enlargement: 25% – 400%<br>• Maximum Copies: Up to 99 copies<br>Fax Specifications<br>• Fax Transmission Speed: Up to 33.6 kbps | |

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| | • Fax Memory: Up to 180 pages<br>• Fax Features: Broadcast fax, auto redial, PC fax capability<br>Paper Handling<br>• Paper Input Capacity:<br>  ○ Main cassette: Up to 250 sheets<br>  ○ Rear feed: At least 1 sheet<br>• ADF Capacity: At least 35 sheets<br>• Supported Paper Sizes: A4, A5, A6, B5, Letter, Legal, envelopes, and photo sizes<br>Connectivity<br>• USB 2.0<br>• Wireless LAN (Wi-Fi)<br>• Wi-Fi Direct<br>• Ethernet (LAN)<br>• Mobile printing support<br>Physical Specifications<br>• Dimensions: Approximately 375 × 347 × 346 mm<br>• Weight: Approximately 7.3 kg<br>• Power Consumption:<br>  ○ Operating: Approx. 12 W<br>  ○ Sleep Mode: Approx. 1 W<br>Warranty<br>• 1 year | |
| | **Xxx nothing follows xxx** | |
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**AUTHORIZED SIGNATORY:** _____

*Signature Over Printed Name of Authorized Representative*

**DATE** : _____

**ANNEX "C"**
**Terms and Conditions**

| | | |
|---|---|---|
| I. | **SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)* | Bidder shall type or write in "Ink" the following on the Price Quotation Form:<br>- Name of Store<br>- Address<br>- PhilGEPS Registration/Org. No.<br>- TIN<br>- Authorized Signatory<br>- Date<br>- Contact Nos.<br>- Email Address<br>- VAT/Non-VAT confirmation<br>- Copy of Proposal/Brochures, if applicable |
| II. | **TYPE OF SUBMISSION** | Submit the filled-up Forms (Annexes A and B) manually or at the following address;<br><br>**Manually**: *Philippine Economic Zone Authority, 9th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City* |
| III. | **DELIVERY PERIOD** | Delivery Period: within 30 calendar days upon receipt of NTP/ Contract/ PO/ WO (Please refer to Annex B for the details) |
| IV. | **TERMS OF PAYMENT** | Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement and complete attachments/supporting documents |
| V. | **DELIVERY /LOCATION** | Winning Bidder must deliver the items/services to the following address together with the list of product/services:<br><br>**9th Floor, West Building, DoubleDragon Center, DD Meridian Park, Macapagal Avenue, Pasay City, or to the Philippine Economic Zone Authority (PEZA) Business and Investment Center, Roxas Boulevard corner San Luis Street, Pasay City, Metro Manila, or at the reflected delivery area specified under Annex B*<br><br>**For Goods and Services (i.e. Equipment, Devices, and etc.) please provide list of product services to be delivered (please refer to format provided attached as Annex D via hard copy and excel file to be submitted at the email reflected in this RFQ.* |