RFQ No.	SPMD-2024-001
Date	1/24/2024

REQUEST FOR QUOTATION
Alternative-Shopping [Sec 52.1(b)]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Mode of Procurement: Shopping** in accordance with Sec. 52.1(b) of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Quantity	Procurement for the Supply and Delivery of Various Office Supplies	Approved Budget for the Contract (ABC)
500 bottles	Ethyl Alcohol 500ml, 70% Solutions Antiseptic, Disinfectant, Hypoallergenic with Moisturizer	52,000.00
300 boxes	Clips, Paper Small 33mm	2,844.00
300 boxes	Clips, Paper Jumbo 50mm	5,976.00
1,000 pcs	Correction Tape 8m	19,500.00
5,000 pcs	Envelope Brown, A4	10,400.00
5,000 pcs	Envelope Brown, Legal	11,100.00
100 boxes	Fastener Metal non-sharp	7,242.00
1,000 reams	Bond Paper A4 80gsm	214,500.00
200 pcs	Puncher Heavy Duty 2 Holes	32,034.00
200 pcs	Stapler with remover Standard type	22,766.00
500 boxes	Staple wire no. 35 (5,000pcs per box)	16,750.00
200 rolls	Tape, Masking 1" 100 meters	15,500.00
100 rolls	Tape Packaging 2" 100 meters	8,500.00
500 rolls	Tape, Transparent 1" 100 meters	7,875.00
100 pcs	Sign Pen Hi-techpoint .5, red	5,625.00
100 pcs	Sign Pen Hi-techpoint .5, violet	5,625.00
Deadline of Submission of Bid	**January 31, 2024 5:00 p.m.**	**Php 438,237.00**

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, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or thru email together with the followingdocumentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
	Omnibus Sworn Statement (Notarized) for ABCs above 50K under small value only *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)*

Award of contract shall be given to the lowest calculated and responsive bidder per item which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact **SPMD at telephone nos. (02) 8551-3445 or email spmd@peza.gov.ph**.

LUIS T. QUIAL
Officer-In-Charge, SPMD

RFQ No.	SPMD-2024-001

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

LUIS T. QUIAL
OIC-SPMD
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

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 (inclusive of VAT) for the following items:

Item No.	Description	*(A)* Quantity	*(B)* Unit Price PhP	*(A x B)* Total Bid Price (PhP)
1	Ethyl Alcohol 500ml, 70% Solutions Antiseptic, Disinfectant, Hypoallergenic with Moisturizer	500 bottles		
2	Clips, Paper Small 33mm	300 boxes		
3	Clips, Paper Jumbo 50mm	300 boxes		
4	Correction Tape 8m	1,000 pcs		
5	Envelope Brown, A4	5,000 pcs		
6	Envelope Brown, Legal	5,000 pcs		
7	Fastener Metal non-sharp	100 boxes		
8	Bond Paper A4 80gsm	1,000 reams		
9	Puncher Heavy Duty 2 Holes	200 pcs		
10	Stapler with remover Standard type	200 pcs		
11	Staple wire no. 35 (5,000pcs per box)	500 boxes		
12	Tape, Masking 1" 100 meters	200 rolls		
13	Tape Packaging 2" 100 meters	100 rolls		
14	Tape, Transparent 1" 100 meters	500 rolls		
15	Sign Pen Hi-techpoint .5, red	100 pcs		
16	Sign Pen Hi-techpoint .5, violet	100 pcs		

NAME OF STORE :_____

ADDRESS :_____

PHILGEPS REG. NO. :_____

TIN :_____

AUTHORIZED SIGNATORY:_____
(Signature over Printed Name)

DATE :_____

CONTACT NOS. :_____

EMAIL ADDRESS :_____

INSTRUCTIONS:

(1) Accomplish this Form (Annex A) 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.
(5) Bids exceeding the ABC shall be automatically disqualified.

Annex "B"

Technical Specifications

Item No.	Qty	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
1	500 bottles	Alcohol 500ml, 70% Solutions Antiseptic, Disinfectant, Hypoallergenic with Moisturizer	
2	300 boxes	Clips, Paper Small 33mm	
3	300 boxes	Clips, Paper Jumbo 50mm	
4	1,000 pcs	Correction Tape 8m	
5	5,000 pcs	Envelope Brown, A4	
6	5,000 pcs	Envelope Brown, Legal	
7	100 boxes	Fastener Metal non-sharp	
8	1,000 reams	Bond Paper A4 80gsm	
9	200 pcs	Puncher Heavy Duty 2 Holes	
10	200 pcs	Stapler with remover Standard type	
11	500 boxes	Staple wire no. 35 (5,000pcs per box)	
12	200 rolls	Tape, Masking 1" 100 meters	
13	100 rolls	Tape Packaging 2" 100 meters	
14	500 rolls	Tape, Transparent 1" 100 meters	
15	100 pcs	Sign Pen Hi-techpoint .5, red	
16	100 pcs	Sign Pen Hi-techpoint .5, violet	

AUTHORIZED SIGNATORY:_____

(Signature over Printed Name)

DATE :_____

Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address

- Submit the filled-up (Annexes A and B) Forms manually or thru email at the following address;

- **Manually** : SPMD, 9th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

  Email: spmd@peza.gov.ph

- Delivery Period: 15 calendar days upon receipt of NOA/ Contract/ PO/ WO
- Terms of Payment: Through Cheque / 30 working days upon receipt of Original Sales Invoice / Billing Statement.

- Winning Bidder must deliver the items/services to the following address:
  9th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.