RFQ No.	SPMD-2023-006
Date	1/31/2023

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

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated 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 Office Supplies	Approved Budget for the Contract (ABC)
50 packs	Battery Double AA, 2 pcs per pack	2,041.50
50 boxes	Clips, Paper jumbo, vinyl plastic/coated	1,200.00
100 boxes	Clips, Double clip 1 ¼" 32mm	3,053.00
100 boxes	Clips, Double clip 1" 25mm	2,120.00
100 boxes	Clips, Double clip 2" 50mm	7,380.00
100 boxes	Clips, Double clip ¾" 19mm	1,553.00
150 pcs	Correction roller tape 8m	3,240.00
500 pcs	Envelope, Expanding kraftboard legal	7,165.00
500 pcs	Folder with tab A4 size	3,210.00
500 pcs	Folder with tab legal size	3,210.00
500 pcs	Folder Pressboard, legal size, US green	12,490.00
50 jars	Glue all purpose 200 grams	4,508.50
100 sets	Marker fluorescent, 3 pcs per set yellow, green & orange	5,350.00
50 pcs	Marking pen, whiteboard black bullet type	1,575.00
50 pcs	Marking pen, whiteboard blue bullet type	1,575.00
50 pcs	Marking pen, whiteboard red bullet type	1,575.00
100 pcs	Note pad, 3 x 4 stick on	5,850.00
100 pcs	Note pad, 3 x 3 stick on	3,958.00
30 reams	Bond Paper, A3 80gsm	14,580.00
2,000 pcs	Ballpoint pen, black	9,700.00
1,500 pcs	Ballpoint pen, blue	7,275.00
200 pcs	Ballpoint pen, red	970.00
100 pcs	Sign pen hi-techpoint .05 red	5,150.00
100 pcs	Pencil #2	2,467.00
50 pcs	Puncher Heavy Duty	8,233.50
5 packs	Push pin 50 pcs per pack	140.00
200 pcs	Record book, 300 pages	20,734.00
50 pcs	Scissor, all purpose, sharp 180mm	2,241.50
50 pcs	Tape dispenser, Heavy Duty	5,200.00
100 pcs	Double sided tape 1"	3,400.00

100 pcs	Tape Masking 2" 48mm	6,883.00
100 pcs	Tape packaging, 48mm x 50m	2,967.00
150 pcs	Tape, transparent, 24mm x 50m 1"	2,500.00
100 pcs	Tape, transparent, 48mm x 50m 2"	3,133.00
100 packs	Tissue, toilet paper 2 ply, 12pcs per pack	9,492.00
100 roll	Twine plastic 1kg per roll	8,067.00
50 can	Insecticide, aerosol type 600ml	19,550.00
Deadline of Submission of Bid	**February 06, 2023 5:00 p.m.**	**Php 203,737.50**

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 following documentary 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**.

CHRISTOPHER N. OGALI
Officer-In-Charge, SPMD

RFQ No.	SPMD-2023-06

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

CHRISTOPHER N. OGALI
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	Battery Double AA, 2 pcs per pack	50 packs		
2	Clips, Paper jumbo, vinyl plastic/coated	50 boxes		
3	Clips, Double clip 1 ¼" 32mm	100 boxes		
4	Clips, Double clip 1" 25mm	100 boxes		
5	Clips, Double clip 2" 50mm	100 boxes		
6	Clips, Double clip ¾" 19mm	100 boxes		
7	Correction roller tape 8m	150 pcs		
8	Envelope, Expanding kraftboard legal	500 pcs		
9	Folder with tab A4 size	500 pcs		
10	Folder with tab legal size	500 pcs		
11	Folder Pressboard, legal size, US green	500 pcs		
12	Glue all purpose 200 grams	50 jars		
13	Marker fluorescent, 3 pcs per set yellow,	100 sets		
14	Marking pen, whiteboard black bullet type	50 pcs		
15	Marking pen, whiteboard blue bullet type	50 pcs		
16	Marking pen, whiteboard red bullet type	50 pcs		
17	Note pad, 3 x 4 stick on	100 pcs		
18	Note pad, 3 x 3 stick on	100 pcs		
19	Bond Paper, A3 80gsm	30 reams		
20	Ballpoint pen, black	2,000 pcs		
21	Ballpoint pen, blue	1,500 pcs		
22	Ballpoint pen, red	200 pcs		
23	Sign pen hi-techpoint .05 red	100 pcs		
24	Pencil #2	100 pcs		
25	Puncher Heavy Duty	50 pcs		
26	Push pin 50 pcs per pack	5 packs		
27	Record book, 300 pages	200 pcs		
28	Scissor, all purpose, sharp 180mm	50 pcs		
29	Tape dispenser, Heavy Duty	50 pcs		

30	Double sided tape 1"	100 pcs		
31	Tape Masking 2" 48mm	100 pcs		
32	Tape packaging, 48mm x 50m	100 pcs		
33	Tape, transparent, 24mm x 50m 1"	150 pcs		
34	Tape, transparent, 48mm x 50m 2"	100 pcs		
35	Tissue, toilet paper 2 ply, 12pcs per pack	100 packs		
36	Twine plastic 1kg per roll	100 rolls		
37	Insecticide, aerosol type 600ml	50 can		

NA37ME 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	50 packs	Battery Double AA, 2 pcs per pack	
2	50 boxes	Clips, Paper jumbo, vinyl plastic/coated	
3	100 boxes	Clips, Double clip 1 ¼" 32mm	
4	100 boxes	Clips, Double clip 1" 25mm	
5	100 boxes	Clips, Double clip 2" 50mm	
6	100 boxes	Clips, Double clip ¾" 19mm	
7	150 pcs	Correction roller tape 8m	
8	500 pcs	Envelope, Expanding kraftboard legal	
9	500 pcs	Folder with tab A4 size	
10	500 pcs	Folder with tab legal size	
11	500 pcs	Folder Pressboard, legal size, US green	
12	50 jars	Glue all purpose 200 grams	
13	100 sets	Marker fluorescent, 3 pcs per set yellow, green & orange	
14	50 pcs	Marking pen, whiteboard black bullet type	
15	50 pcs	Marking pen, whiteboard blue bullet type	
16	50 pcs	Marking pen, whiteboard red bullet type	
17	100 pcs	Note pad, 3 x 4 stick on	
18	100 pcs	Note pad, 3 x 3 stick on	
19	30 reams	Bond Paper, A3 80gsm	
20	2,000 pcs	Ballpoint pen, black	
21	1,500 pcs	Ballpoint pen, blue	
22	200 pcs	Ballpoint pen, red	
23	100 pcs	Sign pen hi-techpoint .05 red	
24	100 pcs	Pencil #2	
25	50 pcs	Puncher Heavy Duty	
26	5 packs	Push pin 50 pcs per pack	
27	200 pcs	Record book, 300 pages	
28	50 pcs	Scissor, all purpose, sharp 180mm	
29	50 pcs	Tape dispenser, Heavy Duty	
30	100 pcs	Double sided tape 1"	
31	100 pcs	Tape Masking 2" 48mm	
32	100 pcs	Tape packaging, 48mm x 50m	
33	150 pcs	Tape, transparent, 24mm x 50m 1"	
34	100 pcs	Tape, transparent, 48mm x 50m 2"	
35	100 packs	Tissue, toilet paper 2 ply, 12pcs per pack	
36	100 rolls	Twine plastic 1kg per roll	
37	50 can	Insecticide, aerosol type 600ml	

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: 10 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.

: