Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	SPMD-2025-004
Date	01/27/2025

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)
1,200	Sign Pen 0.5 Black V5 Hi-Tecpoint	63,990.00
800	Sign pen 0.5 Blue V5 Hi-Tecpoint	42,660.00
700	Sign Pen 0.5 Red V5 Hi-Tecpoint	37,327.50
700	Sign Pen 1.0 Black V10 Hi-Tecpoint	41,606.25
300	Sign Pen 1.0 Blue V10 Hi-Tecpoint	17,831.25
200	Ballpen Red	942.50
1,500	Ballpen Blue	7,068.75
2,000	Ballpen Black	9,425.00
100	Stamp pad felt bed no. 2 with purple ink	4,250.00
250	Tape, Packaging Color	12,375.00
250	Insecticide, aerosol type net content killer	89,000.00
300	Marker, permanent, Black	6,150.00
200	Marker, permanent, Blue	4,100.00
100	Marker, permanent, Red	2,050.00
50	Marker, Whiteboard, Black	1,468.75
1,000	Note pad 3x3	21,175.00
1,000	Note pad 3x4	26,312.50
200	Note pad 2x3	3,340.00
1,500	Bond paper A4 80gsm	309,637.50
40	Bond paper Letter 80gsm	7,905.00
40	Bond paper Letter 70gsm	7,140.00
10	Specialty Paper	436.25
Deadline of Submission of Bid	**February 03, 2025 5:00 p.m.**	**716,191.25**

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.*
✓	Income / Business Tax Return (for ABCs above P500k) *Latest Income Tax Return filed via eFPS (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 establishment which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR)* **or** *Latest Business Tax Return filed via eFPS (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)*
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
	Authenticated Copy of Certification of Authorized Reseller / Distributor from HP

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

Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

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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	Sign Pen 0.5 Black V5 Hi-Tecpoint	1,200		
2	Sign pen 0.5 Blue V5 Hi-Tecpoint	800		
3	Sign Pen 0.5 Red V5 Hi-Tecpoint	700		
4	Sign Pen 1.0 Black V10 Hi-Tecpoint	700		
5	Sign Pen 1.0 Blue V10 Hi-Tecpoint	300		
6	Ballpen Red	200		
7	Ballpen Blue	1,500		
8	Ballpen Black	2,000		
9	Stamp pad felt bed no. 2 with purple ink	100		
10	Tape, Packaging Color	250		
11	Insecticide, aerosol type net content killer	250		
12	Marker, permanent, Black	300		
13	Marker, permanent, Blue	200		
14	Marker, permanent, Red	100		
15	Marker, Whiteboard, Black	50		
16	Note pad 3x3	1,000		
17	Note pad 3x4	1,000		
18	Note pad 2x3	200		
19	Bond paper A4 80gsm	1,500		
20	Bond paper Letter 80gsm	40		
21	Bond paper Letter 70gsm	40		
22	Specialty Paper	10		
XXX NOTHING FOLLOWS XXX				

Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

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	1,200	**Sign Pen** 0.5 Black V5 Hi-Tecpoint	
2	800	**Sign pen** 0.5 Blue V5 Hi-Tecpoint	
3	700	**Sign Pen** 0.5 Red V5 Hi-Tecpoint	
4	700	**Sign Pen** 1.0 Black V10 Hi-Tecpoint	
5	300	**Sign Pen** 1.0 Blue V10 Hi-Tecpoint	
6	200	**Ballpen** Red	
7	1,500	**Ballpen** Blue	
8	2,000	**Ballpen** Black	
9	100	**Stamp pad felt bed** no. 2 with purple ink	
10	250	**Tape, Packaging Color** Brown width 48mm 100m	
11	250	**Insecticide** aerosol type net content: 600ml ,multi insect killer	
12	300	**Marker, permanent** Black	
13	200	**Marker, permanent** Blue	
14	100	**Marker, permanent** Red	
15	50	**Marker, Whiteboard** Black	
16	1,000	**Note pad, stick on** 3x3, 100 sheets per pad	
17	1,000	**Note pad, stick on** 3x4, 100 sheets per pad	
18	200	**Note pad, stick on** 2x3, 100 sheets per pad	
19	1,500	**Bond paper** A4 80gsm	
20	40	**Bond paper** Letter 80gsm	
21	40	**Bond paper** Letter 70gsm	
22	10	**Specialty Paper** 8 1/2" x 13" 180gsm Color: Ivory Board	

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 / 15 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.