RFQ No.	SPMD-2022-27
Date	11/29/2022

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 Various Office Supplies	Approved Budget for the Contract (ABC)
100 gal	Alcohol 70%	Php 57,500.00
200 bottles	Alcohol 70%, 500ml	Php 21,500.00
10 boxes	Envelope brown, A4 size	Php 18,533.30
8 boxes	Envelope brown, legal size	Php 11,293.36
15 boxes	Folder, Pressboard Green, US legal	Php 38,625.00
300 rolls	Tape transparent, 24mm x 50m 1"	Php 6,601.00
100 rolls	Tape transparent, 48mm x 50m 2"	Php 4,767.00
300 pcs	Sign pen, hi-tecpoint 0.5 black	Php 20,199.99
300 pcs	Sign pen, hi-tecpoint 0.5 blue	Php 20,199.99
300 pcs	Sign pen, 1.0 hi-tecpoint 1.0mm black	Php 24,099.00
300 pcs	Sign pen, 1.0 hi-tecpoint 1.0mm blue	Php 24,099.00
200 pads	Note pad, Sticky notes 3 x 3" yellow	Php 15,800.00
200 pads	Note pad, Sticky notes 3 x 4" yellow	Php 22,334.00
50 pads	Note pad. Sticky notes 2 x 3" yellow	Php 3,433.50
100 pcs	Stamp pad, 60mm x 100mm min, No.2	
Deadline of Submission of Bid	**December 07, 2022 5:00 p.m.**	**Php 294,883.16**

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 (For SVP 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-2022-27

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	Alcohol 70%	100 gal		
2	Alcohol 70%, 500ml	200 bottles		
3	Envelope brown, A4 size	10 boxes		
4	Envelope brown, legal size	8 boxes		
5	Folder, Pressboard Green, US legal	15 boxes		
6	Tape transparent, 24mm x 50m 1"	300 rolls		
7	Tape transparent, 48mm x 50m 2"	100 rolls		
8	Sign pen, hi-tecpoint 0.5 black	300 pcs		
9	Sign pen, hi-tecpoint 0.5 blue	300 pcs		
10	Sign pen, 1.0 hi-tecpoint 1.0mm black	300 pcs		
11	Sign pen, 1.0 hi-tecpoint 1.0mm blue	300 pcs		
12	Note pad, Sticky notes 3 x 3" yellow	200 pads		
13	Note pad, Sticky notes 3 x 4" yellow	200 pads		
14	Note pad. Sticky notes 2 x 3" yellow	50 pads		
15	Stamp pad, 60mm x 100mm min, No.2	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 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	100 gal	Alcohol 70%	
2	200 bottles	Alcohol 70%, 500ml	
3	10 boxes	Envelope brown, A4 size	
4	8 boxes	Envelope brown, legal size	
5	15 boxes	Folder, Pressboard Green, US legal	
6	300 rolls	Tape transparent, 24mm x 50m 1"	
7	100 rolls	Tape transparent, 48mm x 50m 2"	
8	300 pcs	Sign pen, hi-tecpoint 0.5 black	
9	300 pcs	Sign pen, hi-tecpoint 0.5 blue	
10	300 pcs	Sign pen, 1.0 hi-tecpoint 1.0mm black	
11	300 pcs	Sign pen, 1.0 hi-tecpoint 1.0mm blue	
12	200 pads	Note pad, Sticky notes 3 x 3" yellow	
13	200 pads	Note pad, Sticky notes 3 x 4" yellow	
14	50 pads	Note pad. Sticky notes 2 x 3" yellow	
15	100 pcs	Stamp pad, 60mm x 100mm min, No.2	

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: 20 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