Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	SPMD-2026-025
Date	08/12/2026

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**.

Name of Procurement Project	Procurement for the Supply and Delivery of Various Office Supplies
Description/Specifications	Please refer to the attached "Annex B" for the specifications.
Approved Budget for the Contract (ABC)	Php 380,563.00
Deadline of Submission of Bid:	08/17/2026 TIME 12:00 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), 8th Floor PEZA Investment and Corporate Center, Roxas Boulevard corner San Luis Street, Pasay City 1300.**

Bidders must submit sealed 3 original 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)*

  Business and 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**

MARY SIMONETTE C. MORAL
Acting, DC - SPMD

RFQ No.	SPMD-2026-025

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MARY SIMONETTE C. MORAL
Acting DC
SUPPLY AND PROPERTY
MANAGEMENT DIVISION (SPMD)
8th PEZA Investment and Corporate
Center, Roxas Boulevard corner
San Luis Street, Pasay City 1300.

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	Total Bid Price
1.	**Procurement for the Supply and Delivery of Various Office Supplies** *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

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 and Delivery of Various Office Supplies

Instruction:Bidders must indicate whether they "Comply" or "Not Comply" with each specification`s requirements, along with the page of number or relevant document if applicable.

[No]	[REQUIREMENT/DESCRIPTION/INFORMATION]	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
1 LOT	**Data File Folder** Legal Size Customized with Printed "PEZA FG" Red Pcs 1,000 **Data File Folder** Legal Size Black Pcs 10 **Data File Box** Legal Size Black Pcs 10 **Magazine File Box** Legal Size Customized with Printed "PEZA FG" Red Pcs 10 **Desk Tray** Mesh Pcs 3 **Ring Binder 22mm** Black Pcs 10 **Ring Binder 28mm** Black Pcs 10	

1 LOT	**Ring Binder 38mm** Black Pcs 10 XXX NOTHING FOLLOWS XXX	

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: - Name of Store - Address - PhilGEPS Registration/Org. No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - VAT/Non-VAT confirmation - 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; **Manually:** *8th Floor PEZA Investment and Corporate Center, Roxas Boulevard corner San Luis Street, Pasay City 1300.*
III.	**DELIVERY PERIOD**	Delivery Period: within 15 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: **8th Floor PEZA Investment and Corporate Center, Roxas Boulevard corner San Luis Street, Pasay City 1300.*