Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	SPMD-2025-071
Date	11/13/2025

REQUEST FOR QUOTATION
Alternative-Small Value (Sec. 53.9)

The Philippine Economic Zone Authority (PEZA) intends to undertake **Mode of Procurement: Small Value** in accordance with **Small Value (Sec. 53.9)** of the 2016Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Quantity	Procurement for the Supply and Delivery of Various Office Supplies for the 4th quarter stock of Y2025	Approved Budget for the Contract (ABC)
1 LOT	The details and specification of articles subject for procurement are described in "Annex B" – Technical Specification.	₱58,150.33
Deadline of Submission of Bid is on November 18, 2025 until 5:00 p.m.		

Note: KINDLY PROVIDE SAMPLE FOR EACH ITEMS BEING OFFERED IN ORDER TO FACILITATE THE BID EVALUATION PROCESS.

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), 9thFloor 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 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-2025-071

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	**Various Office Supplies Stocks for the 4th quarter of 2025**	**LOT**		
XXX NOTHING FOLLOWS XXX				

Note: KINDLY PROVIDE SAMPLE FOR EACH TIEMS BEING OFFERED IN ORDER TO FACILITATE THE BID EVALUATION PROCESS.

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	LOT	***Ball point pen*** * smooth ink flow, quick drying for smudge free writing, comfortable grip / color: Black *** 2500 pcs**	
		Ball point pen * smooth ink flow, quick drying for smudge free writing, comfortable grip / color: Blue *** 2,000 pcs**	
		Ball point pen * smooth ink flow, quick drying for smudge free writing, comfortable grip / color: Red * 200 pcs	
		Specialty Paper * Legal Size, Pale Cream 8.5 x 13", 200gsm, 100 sheets *** 2 packs**	
		Facial Tissue * Long 8.5 x 13" 220 gsm 100s/pck *** 25 boxes**	
		Bond Paper * 80 gsm A3 Size *** 30 reams**	

Note: KINDLY PROVIDE SAMPLE FOR EACH ITEMS BEING OFFERED IN ORDER TO FACILITATE THE BID EVALUATION PROCESS.

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: 30 calendar days upon receipt of NOA/ Contract/ PO/ WO /
- Bidder shall provide sample for each items being offered which shall form part of the submitted quotation.
- 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.