RFQ No.	SPMD-2023-012
Date	2/22/2023

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

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

Quantity	Procurement for the Supply and Delivery of Data File Folder and Magazine File Box	Approved Budget for the Contract (ABC)
500 pcs	Data File Folder Side Mechanism, PEZA-FG	102,315.00
300 pcs	Data File Folder Side Mechanism, COA-PEZA	61,389.00
43 pcs	Data File Folder Side Mechanism, PEZA	8,799.09
200 pcs	Data File Folder Top Mechanism, PEZA	42,200.00
48 pcs	Magazine File Box, PEZA	7,248.00
Deadline of Submission of Bid	**February 27, 2023 5:00 p.m.**	**Php 221,951.09**

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-2023-10

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	Data File Folder Side Mechanism, PEZA-FG	500 pcs		
2	Data File Folder Side Mechanism, COA-PEZA	300 pcs		
3	Data File Folder Side Mechanism, PEZA	43 pcs		
4	Data File Folder Top Mechanism, PEZA	200 pcs		
5	Magazine File Box, PEZA	48 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 (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	500 pcs	Data File Folder Side Mechanism	
		• Size: 15 ½" x 9 ½" x 3"	
		• Color: Gamuza Red	
		• With Print PEZA-FG	
2	300 pcs	Data File Folder Side Mechansim	
		• Size: 15 ½" x 9 ½" x 3"	
		• Color: Gamuza Green	
		• With Print COA-PEZA	
3	43 pcs	Data File Folder Side Mechanism	
		• Size: 15 ½" x 9 ½" x 3"	
		• Color: Gamuza Blue	
		• With Print PEZA	
4	200 pcs	Data File Folder Top Mechanism	
		• Size: 3" x 9" x 15"	
		• Color: Gamuza Black	
		• With Print PEZA	
5	48 pcs	Magazine File Box	
		• Size: 5" x 9" x 15 ½"	
		• Color: Gamuza Blue	
		• With Print PEZA	

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: 45 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.

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