



Republic of the Philippines
Philippine Economic Zone Authority

REQUEST FOR QUOTATION

11 March 2022

Date

TO:

Sir/Madam:

Please quote your lowest and most reasonable price/s of the item/s indicated below which is/are urgently needed by PEZA. The quotation must be in conformity with the detailed description/specification cited herein.

The Bids and Awards Committee (BAC) reserves the right to reject any or all quotation/s received without stating the reasons thereof and accept the offer most advantageous to the government.

The decision of the Committee shall be final and binding.

Your attention hereto is highly appreciated.

Very truly yours,

DDG TERESO O. PANGA

BAC Chairperson

ITEM NO.	QTY.	UNIT	ARTICLES	UNIT PRICE	TOTAL COST
1	1,000	pcs	Official Record Book 300 pages		
2	1,000	pcs	Brown Envelope Short		
3	1,000	pcs	Brown Envelope Long		
4	500	pcs	Folder TB legal		
5	500	pcs	Folder TB A4		
6	100	pcs	Clips, double clip 1"		
7	100	pcs	Clips, double clip 3/4"		
8	50	pcs	Glue		
9	100	pcs	Permanent Marker, Black		
10	50	pcs	Notebook steno 40 leaves		
11	50	pcs	Stapler		
			----- nothing follows -----		

- Bidder shall type or write in "Ink" the following on the sealed envelope:
 - his/her name or business name;
 - address; and
 - identification of the item/s being quoted.
- Bidder must submit the BID to the Supply & Property Management Division (SPMD) / Administrative Service Division (ASD) at the following address:
9th Floor, Double Dragon Center, West Building DD Meridian Park, Macapagal Avenue, Pasay
- Deadline of submission of sealed bid is on 18 March 2022, 5:00 PM.
- Mode of Procurement: Shopping pursuant to Section 52.1(b) of the IRR of RA 9184.
- ABC amounts to P168,000.00. Bids exceeding the ABC shall be disqualified.
- PRICE QUOTED SHALL BE VALID FOR 30 CALENDAR DAYS FROM DATE OF SUBMISSION. NON-DELIVERY OF GOODS BASED ON THE PRICE QUOTED SHALL BE A GROUND FOR BLACKLISTING PURSUANT TO APPENDIX 17 OF THE IRR OF RA 9184.
- Delivery period: Fifteen (15) calendar days upon receipt of Purchase Order.
- Terms of payment: Fifteen (15) working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:
9th Flr. Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue Pasay
- BIDDER MUST SUBMIT THE FOLLOWING DOCUMENT/S:
 - Mayor's / Business Permit
 - Philgeps Registration Number

If you have any questions or concerns, please feel free to call Supply & Property Mgt. Division at the following telephone numbers: 551-3445 : 551-3451 loc 338 or 332

Sir / Madam:

We hereby quote our most reasonable price for the above item/s. We understand and hereby fully accept the terms and conditions specified above.

Signature of Supplier

Full Name: _____
 Designation: _____
 Business Name: _____
 Contact No.: _____
 Address: _____