



# PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	SPMD-2022-03
Date	3/15/2022

## REQUEST FOR QUOTATION Alternative-Small Value Procurement

Name of Company:

Address: \_\_\_\_\_

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative/Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	<b>Procurement of Data File Folder</b>
Description/Specifications	300 pcs Data File Folder Side Mechanism Size: 15 ½ x 9 ½ x 3" Color: Gamuza Green COA PEZA 75 pcs Data File Folder Legal Size with pocket Size: 10" (W) x 13 ½ " (H) Color: Gamuza Green
Approved Budget for the Contract (ABC)	<b>PhP 64,000.00</b>
Deadline of Submission of Bid	<b>March 22, 2022 5:00 p.m.</b>

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 8<sup>th</sup> Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.

Bidders must submit sealed quotation/s in the address given above together with the following documentary requirements:

- 1.) Mayor's/Business Permit or PhilGEPS Platinum Membership Certificate
- 2.) Omnibus Sworn Statement (Notarized)
- 3.) 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/email BAC Secretariat at telephone nos. (02) 85513451 local 200 or 85513429 or bacsec@peza.gov.ph.

  
**TERESO O. PANGA**  
BAC, Chair

RFQ No.

SPMD-2022-03

Annex "A"  
**PRICE QUOTATION FORM**  
 (Financial Bid)

**TERESO O. PANGA**

Chairperson, Bids and Awards Committee  
 8<sup>th</sup> Floor Double Dragon Center  
 West Building, Macapagal Blvd.  
 Pasay City

Thru: BAC Secretariat

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 for the items as follows:

Quantity	Description	Bid Price (PHP)
300 pcs	Data File Folder side Mechanism Size: 15 ½ x 9 ½ x 3" Color: Gamuza Green COA PEZA	P
3 units	Data File Folder legal size with pocket plastic 2 ring Bind 1" D-Type 2 booster clear plastic lamination all over On top. Size: 10" (W) x 13 ½" (H) Color: Gamuza Green	P
		<b>(Inclusive of VAT)</b>

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Office Telephone No. / Mobile Telephone No.

\_\_\_\_\_  
 Email address/es

**INSTRUCTIONS:**

- (1) Accomplish this RFQ 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 Specifications**

<b>Qty</b>	<b>Specifications</b>
300 pcs	Data File Folder Side Mechanism Size: 15 ½ x 9 ½ x 3" Color: Gamuza Green COA PEZA
75 pcs	Data File Folder legal size with pocket plastic 2 ring Bind 1" D-Type 2 booster clear plastic lamination all over on top Size: 10" (W) x 13 ½ (H) Color: Gamuza Green

(Annex C)

TERMS AND CONDITIONS

- 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.
- Delivery Period: Fifteen (15) calendar days upon receipt of NTP/Contract/POWO.
- Terms of payment: Through Cheque/15 working days upon receipt of Original Sales Invoice and Delivery Receipt.
- Winning bidder must deliver the items/services to the following address:  
9<sup>th</sup> Floor Double Dragon Center, West Building, DD Meridian  
Park Macapagal Avenue, Pasay City