

RFQ No.	SPMD-2023-025
Date	5/26/2023

**REQUEST FOR QUOTATION  
Alternative-Shopping [Sec 52.1(b)]**

The Philippine Economic Zone Authority (PEZA) intends to undertake **Mode of Procurement: Shopping** in accordance with Sec. 52.1(b) of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Quantity	Procurement for the Supply and Delivery of Office Supplies	Approved Budget for the Contract (ABC)
1,000 reams	Bond Paper, A4 Size, 80gsm multicopy	245,330.00
10 pcs	Paper Trimmer, Cutting Machine Heavy Duty	12,666.70
Deadline of Submission of Bid	<b>June 02, 2023 5:00PM</b>	<b>Php 257,996.70</b>

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), 9<sup>th</sup> 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 <u>or</u> PhilGEPS Platinum Membership Certificate
	Omnibus Sworn Statement (Notarized) for ABCs above 50K under small value only <i>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.</i>
✓	PhilGEPS Registration Number ( <i>not required if PhilGEPS Platinum Membership Certificate is submitted</i> )

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](mailto:spmd@peza.gov.ph).**

  
**LUIS T. QUIAL**  
Officer-In-Charge, SPMD

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

**LUIS T. QUIAL**  
OIC-SPMD  
9<sup>th</sup> 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	Bond Paper, A4 Size, 80gsm multicopy	1,000 reams		
2	Paper Trimmer, Cutting Machine Heavy Duty	10 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**

<b>Item No.</b>	<b>Qty</b>	<b>Specifications</b>	<b>Statement of Compliance</b> (State whether "Comply" or "Not Comply")
1	1,000 reams	Bond Paper, Multicopy	
		<ul style="list-style-type: none"><li>• A4 Size</li><li>• 80gsm</li></ul>	
2	10pcs	Paper Trimmer, Cutting Machine	
		<ul style="list-style-type: none"><li>• Heavy Duty</li><li>• Metal Finish, A3</li></ul>	

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, 9<sup>th</sup> Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City
- Email:** [spmd@peza.gov.ph](mailto:spmd@peza.gov.ph)
- Delivery Period: 15 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:  
**9<sup>th</sup> Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.**