

RFQ No.	SPMD-2022-13
Date	6/13/2022

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: 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	Procurement for the Supply and Delivery of PEZA Letterhead
Description/Specifications	Supply and Delivery of PEZA Letterhead Size: A4 GSM: 100gsm Color: Full Color Print
Approved Budget for the Contract (ABC)	PhP 319,916.67
Deadline of Submission of Bid	June 22, 2022 5:00 p.m.

Interested bidders may submit their duly accomplished and filled-up Request for Quotation including 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, Macapagal Blvd., 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 <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 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

Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

CHRISTOPHER N. OGALI
OIC, SPMD
9th 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 (inclusive of VAT) for the following items:

Quantity	Description	Bid Price
500 reams	Supply and Delivery of PEZA Letterhead Size: A4 GSM: 100gsm Color: Full Color Print	PhP
TOTAL		PhP

NAME OF STORE : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

TIN : _____

AUTHORIZED SIGNATORY: _____
 (Signature over Printed Name)

DATE : _____

CONTACT NOS. : _____

EMAIL ADDRESS : _____

INSTRUCTIONS:

- (1) Accomplish this Form 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

Qty	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
500 reams	Supply and Delivery of PEZA Letterhead Size: A4 GSM: 100gsm Color: Full Color Print	

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 Forms (Annexes A and B) 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: 20 calendar days upon receipt of NTP/ Contract/ PO/ WO
- 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