Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	SPMD-2025-038
Date	07/02/2025

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 Various Office Supplies	Approved Budget for the Contract (ABC)
250	Alcohol, Ethyl 500ml	27,921.88
100	Scissor, Symmetrical / Asymmetrical	3,985.00
150	BATTERY, dry cell, size AA	10,875.00
150	BATTERY, dry cell, size AAA	11,625.00
150	GLUE, all-purpose, 200 grams	12,731.25
150	CLIP, backfold, 32mm	3,978.75
10	FOLDER with tab, A4 size	3,623.75
10	FOLDER with tab, legal size	3,875.00
150	STAPLER, with remover	13,481.25
300	Roller Ball Sign Pen, 1.0mm	14,767.50
300	Roller Ball Sign Pen, 1.0mm	14,767.50
150	CLIP, backfold, 19mm	2,115.00
150	CLIP, backfold, 50mm	9,262.50
500	Correction tape, 8m	127,731.25
6	Envelope, Expanding Kraftboard	6,157.50
150	Fastener Metal	12,847.50
100	Paper Parchment	33,150.00
150	Official Record Book 300 pages	19,312.50
150	Stamp pad, Felt bed No. 2 with Purple Ink	5,662.50
9	Friction pen (blue)	738.00
9	Friction pen (red)	738.00
9	Friction pen (refill Blue)	567.00
9	Friction Pen (refill red)	567.00
5	Correction Fluid	125.00
14	Sign here Sticky Notes	770.00
30	Notarial Seal No. 25	2,260.00
6	Specialty Paper 100 pcs / ream	2,286.00
Deadline of Submission of Bid	**July 09, 2025 5:00 p.m.**	**345,921.63**

"Kindly provide a physical sample of the items listed above, as it forms part of the evaluation process of your quotation."

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.*
	Income / Business Tax Return (for ABCs above P500k) *Latest Income Tax Return filed via eFPS (for participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishment which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR)* **or** *Latest Business Tax Return filed via eFPS (Refers to the Value Added Tax (VAT) or percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date)*
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
	Authenticated Copy of Certification of Authorized Reseller / Distributor from HP

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**.

LUIS T. QUIAL
Officer-In-Charge, SPMD

RFQ No.	SPMD-2025-038

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

LUIS T. QUIAL
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	Alcohol, Ethyl 500ml	250		
2	Scissor, Symmetrical / Asymmetrical	100		
3	BATTERY, dry cell, size AA	150		
4	BATTERY, dry cell, size AAA	150		
5	GLUE, all-purpose, 200 grams	150		
6	CLIP, backfold, 32mm	150		
7	FOLDER with tab, A4 size	10		
8	FOLDER with tab, legal size	10		
9	STAPLER, with remover	150		
10	Roller Ball Sign Pen, 1.0mm	300		
11	Roller Ball Sign Pen, 1.0mm	300		
12	CLIP, backfold, 19mm	150		
13	CLIP, backfold, 50mm	150		
14	Correction tape, 8m	500		
15	Envelope, Expanding Kraftboard	6		
16	Fastener Metal	150		
17	Paper Parchment	100		
18	Official Record Book 300 pages	150		
19	Stamp pad, Felt bed No. 2 with Purple Ink	150		
20	Friction pen (blue)	9		
21	Friction pen (red)	9		
22	Friction pen (refill Blue)	9		
23	Friction Pen (refill red)	9		
24	Correction Fluid	5		
25	Sign here Sticky Notes	14		
26	Notarial Seal No. 25	30		
27	Specialty Paper 100 pcs / ream	6		
XXX NOTHING FOLLOWS XXX				

"Kindly provide a physical sample of the items listed above, as it forms part of the evaluation process of your quotation."

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	250	**Alcohol** Ethyl, 69%-72%, 500ml	
2	100	**Scissor** Symmetrical / Asymmetrical, stainless steel, straight trimmers, intended for cutting papers, plastics and rubber	
3	150	**BATTERY, dry cell, size AA** Two (2) pieces per blister pack 1.5V, type: alkaline	
4	150	**BATTERY, dry cell, size AAA** Two (2) pieces per blister pack 1.5V, type: alkaline	
5	150	**GLUE, all-purpose** 200 grams, white color, dries clear, non toxic with applicator	
6	150	**CLIP, backfold, 32mm** (1 1/4 inch) / 1 dozen per box	
7	10	**FOLDER with tab, A4 size** 100 pieces per pack . Color: white. 14 pts.	
8	10	**FOLDER with tab, legal size** 100 pieces per pack . Color: white. 14 pts.	
9	150	**STAPLER, with remover** no. 35. standard staples:26/6	
10	300	**Roller Ball Sign Pen, 1.0mm** Pure liquid ink (non gel type), Black	
11	300	**Roller Ball Sign Pen, 1.0mm** Pure liquid ink (non gel type), Blue	
12	150	**CLIP, backfold, 19mm** (3/4 inch) / 1 dozen per box	
13	150	**CLIP, backfold, 50mm** (2 inch) / 1 dozen per box	
14	500	**Correction tape** 8m	
15	6	**Envelope, Expanding Kraftboard** Legal Size	

16	150	**FASTENER METAL** Rust free, non sharp edges, for loose leaf filing, capacity: 2" (5cm), Quantity: 50 sets, Compressor with base), stainless steel, 0. 30mm thickness		
17	100	**Paper Parchment,** A4 size, 210mm x 297mm, 80 gsm, 100 pcs per reams, multipurpose		
18	150	**Official Record Book** 300 pages., 216mm x 279mm, 6mm x 36 lines		
19	150	**Stamp pad, Felt bed** No. 2 with Purple Ink		
20	9	**Friction pen** (blue)		
21	9	**Friction pen** (red)		
22	9	**Friction pen** (refill Blue)		
23	9	**Friction Pen** (refill red)		
24	5	**Correction Fluid**		
25	14	**Sign here Sticky Notes**		
26	30	**Notarial Seal** gold No. 25		
27	6	**Specialty Paper** 100 pcs / ream		

"Kindly provide a physical sample of the items listed above, as it forms part of the evaluation process of your quotation."

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: 15 calendar days upon receipt of NOA/ 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.