| RFQ No. | SPMD-2023-040 |
|---|---|
| Date | 8/08/2023 |

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

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated 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) |
|---|---|---|
| 150 pcs | Scissor all purpose sharp 180mm | 5,944.50 |
| 300 rolls | Transparent tape 1" 100 meters | 9,939.00 |
| 1,000 pcs | Folder A4, (100pcs/pack) white 14pts | 8,800.00 |
| 1,000 pcs | Folder Legal, (100pcs/pack) white 14pts | 9,240.00 |
| 100 jar | Glue-all multi-purpose 200 grams | 8,443.00 |
| 300 books | Official Record Book Size: 216mm x 279mm, Line Space: 6mm x 36lines, 300pages per box | 45,645.00 |
| 150 pcs | Correction roller tape 8m | 4,290.00 |
| 50 pcs | Whiteboard Marker, Black | 2,069.00 |
| 50 pcs | Whiteboard Marker, Blue | 2,069.00 |
| 50 pcs | Whiteboard Marker, Red | 2,069.00 |
| 300 boxes | Staple Wire No. 35 | 13,923.00 |
| 100 boxes | Clips, Double Clip 1" Black | 4,605.00 |
| 100 rolls | Masking Tape 1" 50 meters | 6,138.00 |
| 100 rolls | Masking Tape 2" 50 meters | 10,400.00 |
| 100 rolls | Packaging Tape 2" 100 meters | 5,400.00 |
| 100 pcs | Staple wire remover, plier type | 6,450.00 |
| 100 rolls | Transparent tape 2" 100 meters | 5,338.00 |
| Deadline of Submission of Bid | **August 15, 2023 5:00 p.m.** | **Php 150,762.50** |

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 followingdocumentary requirements:

| | |
|---|---|
| ✓ | Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate |
| | Omnibus Sworn Statement (Notarized) for ABCs above 50K under small value only<br>*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.* |
| ✓ | 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 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-2023-040 |
|---|---|

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 | Scissor all purpose sharp 180mm | 150 pcs | | |
| 2 | Transparent tape 1" 100 meters | 300 rolls | | |
| 3 | Folder A4, (100pcs/pack) white 14pts | 1,000 pcs | | |
| 4 | Folder Legal, (100pcs/pack) white 14pts | 1,000 pcs | | |
| 5 | Glue-all multi-purpose 200 grams | 100 jar | | |
| 6 | Official Record Book Size: 216mm x 279mm, Line Space: 6mm x 36lines, 300pages per box | 300 books | | |
| 7 | Correction roller tape 8m | 150 pcs | | |
| 8 | Whiteboard Marker, Black | 50 pcs | | |
| 9 | Whiteboard Marker, Blue | 50 pcs | | |
| 10 | Whiteboard Marker, Red | 50 pcs | | |
| 11 | Staple Wire No. 35 | 300 boxes | | |
| 12 | Clips, Double Clip 1" Black | 100 boxes | | |
| 13 | Masking Tape 1" 50 meters | 100 rolls | | |
| 14 | Masking Tape 2" 50 meters | 100 rolls | | |
| 15 | Packaging Tape 2" 100 meters | 100 rolls | | |
| 16 | Staple wire remover, plier type | 100 pcs | | |
| 17 | Transparent tape 2" 100 meters | 100 rolls | | |

NA37ME 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 | 150 pcs | Scissor all purpose sharp 180mm | |
| 2 | 300 rolls | Transparent tape 1" 100 meters | |
| 3 | 1,000 pcs | Folder A4, (100pcs/pack) white 14pts | |
| 4 | 1,000 pcs | Folder Legal, (100pcs/pack) white 14pts | |
| 5 | 100 jar | Glue-all multi-purpose 200 grams | |
| 6 | 300 books | Official Record Book Size: 216mm x 279mm, Line Space: 6mm x 36lines, 300pages per box | |
| 7 | 150 pcs | Correction roller tape 8m | |
| 8 | 50 pcs | Whiteboard Marker, Black | |
| 9 | 50 pcs | Whiteboard Marker, Blue | |
| 10 | 50 pcs | Whiteboard Marker, Red | |
| 11 | 300 boxes | Staple Wire No. 35 | |
| 12 | 100 boxes | Clips, Double Clip 1" Black | |
| 13 | 100 rolls | Masking Tape 1" 50 meters | |
| 14 | 100 rolls | Masking Tape 2" 50 meters | |
| 15 | 100 rolls | Packaging Tape 2" 100 meters | |
| 16 | 100 pcs | Staple wire remover, plier type | |
| 17 | 100 rolls | Transparent tape 2" 100 meters | |

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 / 30 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.**

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