Philippine Economic Zone Authority
**CAVITE ECONOMIC ZONE**
Rosario, Cavite

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|---|---|
| Reference No. | CEZRFQ 2026-06-26 |
| PR No. | PR2026-06-0053 |
| Date | June 25, 2026 |

# REQUEST FOR QUOTATION
## (Sec. 34 - Small Value Procurement)

The **PEZA – CEZ**, through the Bids and Awards Committee (BAC) intends to apply the sum of **₱ 50,000.00** being the Approved Budget for the Contract (ABC) for the "**Supply and Delivery of Parchment Paper with Logo and Border for printing of certificates and permits at the CEZ"** pursuant to Sec. 34 – Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

| Description | Quantity |
|---|---|
| **PARCHMENT SPECS:**<br>**•Parchment Paper with printed PEZA logo and border**<br>**•Letter size, 8.5 x 11**<br>**•85 GSM**<br>***Reference:*** Please see attached template.<br>***Note****:* The winning bidder is required to provide a sample of the actual item for approval by the end-user before proceeding with mass production.<br>***Delivery Period:*** Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) | 5,000 pcs. |
| **Approved Budget for the Contract** | **₱ 50,000.00** |

PEZA-CEZ accepts open quotations which may be submitted directly through email or couriered to the address indicated below. Quotations should not exceed the Approved Budget for the Contract of ₱ 50,000.00 inclusive of all taxes and other lawful charges. The below documents should be submitted to the CEZ-Bids and Awards Committee on or before **04:00 PM, July 01, 2026.**

| | |
|---|---|
| 1) | Signed **Price Quotation Form** and **Terms and Conditions** |
| 2) | PhilGEPS Registration Number |
| 3) | Valid and Current Mayor's / Business Permit / Municipal License |
| 4) | Notarized Omnibus Sworn Statement (OSS) |

Award of contract shall be made to the lowest calculated and responsive bidder which complies with the minimum technical specifications and other terms and conditions stated herein.

For further information, please refer to:

**Secretariat, CEZ-BAC**
1st Floor, New Administration Building
Cavite Economic Zone Rosario, Cavite
Tel Number : (046) 4376936 / 4376070
E-mail Address: cezbac@peza.gov.ph

*----original signed----*
**Engr. ALEJO F. MACARAEG**
Chairperson, CEZ BAC

| | |
|---|---|
| Reference No. | CEZRFQ 2026-06-26 |
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| Date | June 25, 2026 |

**PRICE QUOTATION FORM (PQF)**
**(Bid Form)**

_____
Date

**Engr. ALEJO F. MACARAEG**
Chairperson, Bids and Awards Committee
1st Floor New Administration Building
PEZA Cavite Economic Zone
Rosario, Cavite

*Thru: The BAC Secretariat*

Dear Sir,

After having carefully read and accepted the Terms and Conditions of this Request for Quotation (RFQ) under **Reference No. CEZRFQ 2026-06-26**, I/we _____ submit our quotation/s for the item/s as follows:
*Business Name*

| Description | Quantity |
|---|---|
| **PARCHMENT SPECS:**<br>**•Parchment Paper with printed PEZA logo and border**<br>**•Letter size, 8.5 x 11**<br>**•85 GSM**<br>***Reference:*** Please see attached template.<br>***Note****:* The winning bidder is required to provide a sample of the actual item for approval by the end-user before proceeding with mass production.<br>***Delivery Period:*** Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) | 5,000 pcs. |
| **Total Bid Amount** | In words: _____ |
| | In figures: ₱_____ |

****THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND OTHER CHARGES.***

_____
**Bidder's authorized signature over printed name**

**Designation** : _____

**Name of Company** : _____

**Address** : _____

**Contact No. / Mobile No.** : _____

## TERMS AND CONDITIONS:

1. Terms of Payment: Cheque Payment - 15 working days processing upon receipt of valid documents. Corresponding tax shall be deducted from the value / cost of the above item/s upon processing of payment.

2. Processing of Payment shall be made after completion of delivery and upon submission of the required supporting documents (i.e request for payment, original invoice, billing statement, delivery receipt)

3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.

4. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

7. Any interlineations, erasures or overwriting shall be valid only if they are signed by you or any of your duly authorized representative/s.

8. The CEZ TWG and its End-User shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CEZ-BAC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

10. CEZ-BAC reserves the right to reject any or all bids, waive any informality in the bids received, to accept or reject item/s of any bid and to make an award to the bidders whose proposal is most advantageous to the government.

11. CEZ-BAC assumes no responsibility whatsoever to compensate or indemnify bidders for expenses incurred in the preparation of their bid proposal.

_____
Signature over Printed Name

_____
Position / Designation

_____
Office Telephone No.

_____
Fax/Mobile No.

_____
Email Address

Republic of the Philippines

# PHILIPPINE ECONOMIC ZONE AUTHORITY

Office of the Building Official

# Omnibus Sworn Statement Form

***[Note: The duly accomplished form shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )
CITY/MUNICIPALITY OF _____ ) S.S.

## OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of ***[****Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

*Select one, delete the rest:*

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to ***[Name of Bidder]***, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*
*[Position/Designation]*
*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.