Philippine Economic Zone Authority
CAVITE ECONOMIC ZONE
Rosario, Cavite

Reference No.	CEZRFQ 2026-09-39
PR No.	2026-08-0031
Date	September 4, 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 **₱ 200,000.00** being the Approved Budget for the Contract (ABC) for the "**Supply, Delivery and Installation of 3D CAVITE ECOZONE Standee in front of CEZ New Admin Building"** pursuant to Sec. 34 – Small Value Procurement of the Implementing Rules and Regulations of the Republic Act No. 12009.

Name of Project	Supply, Delivery and Installation of 3D CAVITE ECOZONE Standee in front of CEZ New Admin Building
Technical Specification	Attached Annex A
Approved Budget for the Contract (ABC)	**₱ 200,000.00**
Project Duration	Thirty (30) calendar days

PEZA-CEZ accepts open quotations which shall be submitted via email or couriered at the address indicated below. Quotations should not exceed the Approved Budget for the Contract of ₱ 200,000.00 inclusive of all taxes and other lawful charges. The **below documents should be submitted** to the CEZ-Bids and Awards Committee on or before **10:00AM, 10 SEPTEMBER 2026.**

1)	Signed Price Quotation Form (PQF) and Terms and Conditions
2)	Duly Accomplished/Signed Annex A (Technical Specification)
3)	PhilGEPS Registration Number/Certificate
4)	Valid and Current Mayor's / Business Permit / Municipal License
5)	Notarized Omnibus Sworn Statement (OSS) – prescribed form attached

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 2026-09-39
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PRICE QUOTATION FORM (PQF)
(Bid Form)

_____
Date

Engr. ALEJO F. MACARAEG
Chairperson, Bids and Awards Committee
1st Floor New Administration Building
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 2026-09-39**, I/we _____ submit our quotation/s for the item/s as follows:
Business Name

PROJECT	Supply, Delivery and Installation of 3D CAVITE ECOZONE Standee in front of CEZ New Admin Building
TECHNICAL SPECIFICATION	Duly accomplished / signed Annex A
PROJECT DURATION	Thirty (30) calendar days
Total Bid Amount	**In words :** _____
	In figures : _____

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

ANNEX A

Reference No.	CEZRFQ 2026-09-39
PR No.	2026-08-0031
Date	September 4, 2026

TECHNICAL SPECIFICATION

Supply, Delivery and Installation of 3D CAVITE ECOZONE Standee in front of CEZ New Admin Building

A. General Requirements

The Contractor shall furnish all labor, materials, tools, equipment, transportation, and supervision necessary for the complete fabrication, installation, testing, and completion of the proposed 3D Cavite Economic Zone (CEZ) standee**.**

B. 2. Fabrication of Standee

- Fabricate the standee based on the approved design, dimensions, colors, and specifications.
- The standee shall be designed as a relocatable/free-standing structure, allowing it to be dismantled, transported, and reinstalled at another designated location without major damage or permanent alteration.
- Provide a durable structural frame suitable for repeated relocation and outdoor installation.
- The 3D illuminated portions shall be fabricated using transparent or translucent acrylic suitable for LED illumination.
- Acrylic components shall be of sufficient thickness and durability for outdoor use and shall allow proper and uniform transmission of light.
- The entire standee shall be weatherproof and suitable for outdoor exposure, capable of withstanding normal rain, sunlight, humidity, and other weather conditions.
- All joints, seams, openings, and connections shall be properly sealed or protected against water intrusion.
- Electrical components, LED modules, drivers, connectors, and wiring shall be suitably protected from moisture and outdoor exposure.
- Provide 3D lettering, logos, and other design elements as indicated in the approved design.
- Colors and graphics shall be achieved through translucent vinyl, printed film, or other approved treatment compatible with backlighting, and shall not obstruct the intended illumination.
- Provide a stable and removable base/support system that does not require permanent structural attachment to the ground, unless otherwise approved.
- Ensure all components are properly aligned, securely fastened, weatherproofed, and finished with the approved design.

C. Illuminated Features

- Provide internal LED illumination for the designated 3D letters, logo, and/or illuminated portions of the standee.
- Use energy-efficient, long-life LED lighting suitable for outdoor operation.
- LED lighting and electrical components should be weatherproof and adequately protected against moisture and rain.
- LED lighting shall be positioned to provide uniform and consistent illumination throughout the illuminated acrylic surfaces.
- Provide suitable LED modules, power supply, drivers/transformers, switches, connectors, and other necessary electrical components.

- Conceal and properly protect wiring and electrical components within the standee structure.
- The completed illuminated portions shall be free from excessive dark spots, hot spots, visible wiring, or uneven lighting.

D. Acrylic and Graphic Finishing

- All exposed acrylic surfaces shall be clean, smooth, clear, and free from cracks, scratches, bubbles, or other visible defects.
- No opaque paint shall be applied to portions intended to transmit LED illumination.
- Graphic colors, logos, and lettering shall conform to the approved CEZ design.
- Translucent graphic materials shall be suitable for outdoor exposure and LED backlighting.
- All joints, edges, and connections shall be neatly finished to provide a clean and aesthetically pleasing appearance.

E. Structural Support and Installation

- Provide an appropriate **removable and relocatable base/support system** for the standee.
- Install the standee at the designated location as instructed by the Procuring Office/Engineering.
- Ensure the standee is level, stable, plumb, and securely supported.
- The design shall allow for future dismantling, transportation, and reinstallation at another location.
- All connections should be properly secured while allowing disassembly when relocation is required.

F. Electrical Works

- Provide complete electrical connection for the illuminated standee.
- All electrical components and wiring shall be properly insulated, protected, and installed in accordance with applicable electrical standards.
- Provide electrical connections that can be safely disconnected and reconnected during relocation.
- Test all LED lighting and electrical connections prior to turnover.

G. Testing and Commissioning

- Conduct testing of structural stability, lighting system, electrical connections, and overall appearance.
- Verify that the LED illumination is uniform and properly illuminates the intended acrylic surfaces.
- Correct any defects, misalignment, uneven illumination, or workmanship deficiencies prior to final acceptance.

H. Cleaning and Turnover

- Remove all excess materials, debris, protective coverings, and construction waste from the work area.
- Clean all acrylic surfaces and the completed standee prior to turnover.
- Submit the completed standee for inspection and acceptance by the Procuring Office/Engineering.

I. Warranty

The Contractor shall provide a minimum one (1) year warranty covering defects in materials, workmanship, LED lighting components, electrical connections, acrylic components, and structural installation, subject to normal use and maintenance.

J. Completion

The project shall be completed within **thirty (30) calendar days** from the approved commencement date or issuance of the Notice to Proceed. The project shall be considered complete upon satisfactory completion of all fabrication, installation, electrical works, testing, cleaning, correction of deficiencies, and final acceptance by the Procuring Office/Engineering.

K. Standee Design & Dimensions (as attached)

We hereby certify that we have carefully read, understood, and examined the provisions of this Technical Specifications. We agree to comply fully with all the requirements, specifications, terms, and conditions set forth herein should our bid be declared the Lowest Calculated and Responsive Bid and the contract be awarded to us.

By signing below, we signify our full conformity with and acceptance of all the provisions of this TOR.

_____

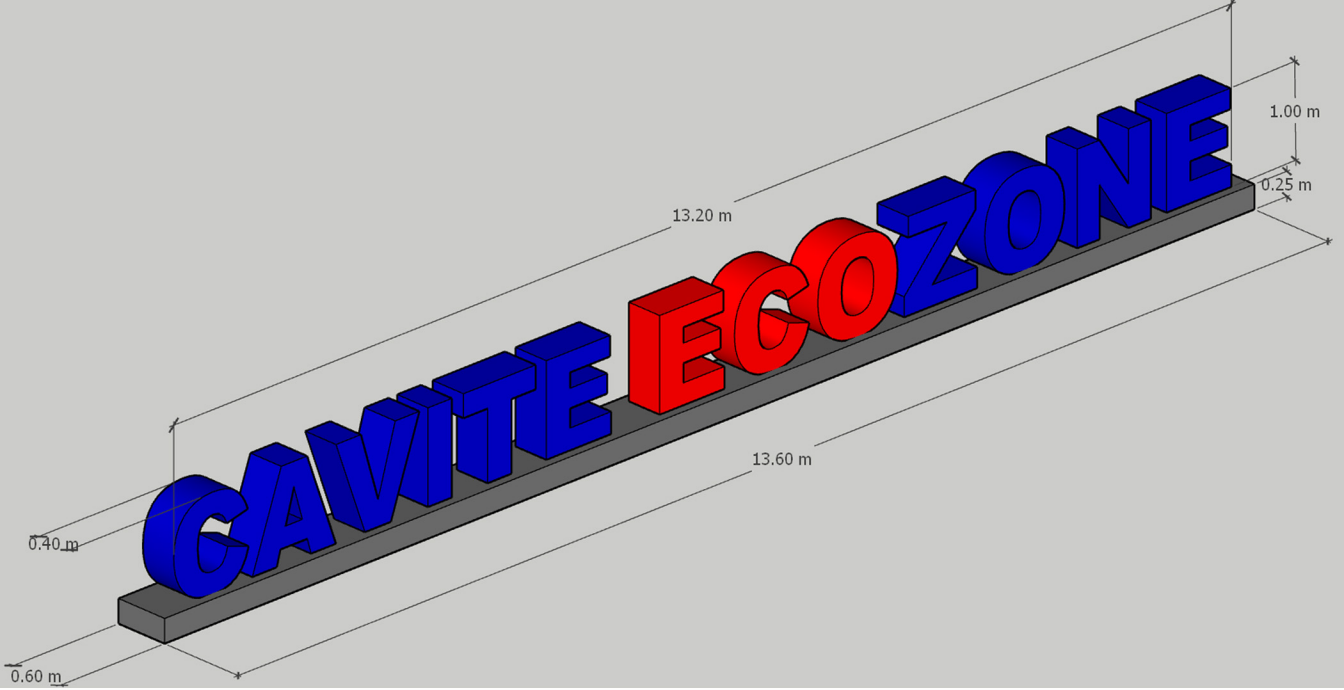
Bidder's authorized signature over printed name

Designation : _____

Name of Company : _____

Address : _____

Contact No. / Mobile No. : _____



Acrylic Illuminated Standee – “CAVITE ECOZONE”

Material: High-quality acrylic sheets with smooth, polished edges.
Letter Type: Individual 3D fabricated acrylic letters.
Letter Height: 1.00 meter.
Letter Thickness/Depth: 0.40 meters
Base Stand: Fabricated acrylic platform measuring approximately 13.60 meters in length and 0.60 meters in width.
Color Scheme:
“CAVITE” – Blue acrylic finish
“ECO” – Red acrylic finish
“ZONE” – Blue acrylic finish
Illumination System: Each letter shall be equipped with an internal LED lighting system

Omnibus Sworn Statement Form

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

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 _____.