Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

REQUEST FOR QUOTATION
(Small Value Procurement)

RFQ No.	BAC 2026-08-10
Date	24 August 2026

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC), welcomes interested and eligible suppliers to submit quotations for this procurement, which will be undertaken in accordance with Section 34 of Republic Act No. 12009 and its Implementing Rules and Regulations (IRR).

GENERAL INFORMATION OF THE PROJECT

Name of Procurement Project	**Procurement of Managed Printing Services for PEZA Head Office**
Description/Specifications	**Please refer to the attached "Annex B" for the specifications**
Approved Budget for the Contract (ABC)	**PhP1,997,916.00**
Deadline of Submission of Bid	**11 September 2026; 05:00 PM**
Mode of Procurement	**Small Value Procurement**
Award Criterion	**Lowest Calculated Responsive Bid**
Mode of Submission	**Manual**

Please submit your signed quotation, reflecting your best and most competitive offer, addressed to the Bids and Awards Committee (BAC) Chairperson at the address indicated below, on or before 28 August 2026 at 05:00 PM. Submission shall be subject to full compliance with the Terms and Conditions set forth in this Request for Quotation (RFQ).

ROWENA T. NAGUIT
Chairperson, Bids and Awards Committee
Philippine Economic Zone Authority,
7th Floor, PEZA Investment and Corporate Center, Roxas Boulevard corner San Luis St., Pasay City, Metro Manila, Philippines
Telephone Trunkline No.: 02-8551-3451 loc. 213/338
Email: bacsec@peza.gov.ph

The Head of the Procuring Entity (HoPE) of PEZA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of R.A. No. 12009.

For any clarification, you may contact the BAC through the Secretariat at (02) 8551-3451 loc. 338 or send us an email at bacsec@peza.gov.ph

We look forward to receiving your quotation and appreciate your interest in this procurement activity.

ROWENA T. NAGUIT
Chairperson, Bids and Awards Committee

INSTRUCTIONS TO BIDDERS/SUPPLIERS

1. The bidder shall type or write in "ink" the requested information and accomplish the form duly signed by its authorized representative. Accomplish this RFQ correctly and completely, such as the Price Quotation Form, Compliance Statement at the Technical Specifications or submission of proposal in accordance with the Terms of Reference/Scope of Work.

2. Do not alter the contents of this RFQ.

3. Failure to comply with any of the documentary requirements shall disqualify the quotation.

4. All bid submissions shall be submitted in a signed, sealed, and labeled envelope manually to the respective address and must bear the following:

   The bidder shall submit ONE (1) SEALED AND PROPERLY LABELED MOTHER ENVELOPE containing all documents required under this Request for Quotation (RFQ). Enclosed within the Mother Envelope shall be **three (3) complete sets of the duly accomplished RFQ, together with all required supporting documentary requirements**, with each set individually sealed and properly labeled in accordance with the instructions provided in this RFQ.

   Each envelope shall contain identical copies of the bid submission and shall be organized, complete, and legible to facilitate efficient evaluation and post-qualification activities.

   All envelopes shall clearly indicate the following information:

   Name/Project Title of the Procurement and RFQ Number;
   Name and Address of the Bidder; and
   Deadline for Submission of Bids.

   Addressed to:

   ROWENA T. NAGUIT
   Chairperson, Bids and Awards Committee
   Philippine Economic Zone Authority (PEZA)
   7th Floor, PEZA Investment and Corporate Center
   Roxas Boulevard corner San Luis Street
   Pasay City, Metro Manila, Philippines

   Post-Award Submission Requirement

   Upon issuance and signing of the Contract/Purchase Order (PO), the Winning Bidder shall submit one (1) additional complete set of the Bid Submission Documents, separate from and in addition to the sets previously submitted during the bidding process. This additional set shall form part of the official contract records of the Procuring Entity.

5. The bid submission shall consist of the duly accomplished RFQ and the following documentary requirements:

✓	1. Duly accomplished and notarized Omnibus Sworn Statement (OSS) **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.*
✓	2. PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

✓	3. For Sole Proprietorship, a DTI Certification of Registration shall be submitted.
✓	4. Latest Annual Income Tax Return **Note:** • ***Latest Income Tax Return with proof of filing and payment, as applicable both 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 establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR);* ***AND;*** ***Latest Business Tax Return with proof of filing and payment both filed via eFPS, as applicable.*** *(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 of operations, this refers to the monthly business tax returns filed to date).*

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A) and Technical Specifications (Annex B).

For any clarification, you may contact the **BAC Secretariat (BAC SEC) at 8551-3451 loc. 214 or email us at bacsec@peza.gov.ph.**

ROWENA T. NAGUIT
Chairperson
Bids and Awards Committee (BAC)

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. ROWENA T. NAGUIT
Chairperson
Bids and Awards Committee (BAC)
7th Floor PEZA Investment and Corporate Center
Cor San Luis St., Roxas Blvd. Pasay City

Dear Ma'am,

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	**Procurement of Managed Printing Services for PEZA Head Office (RFQ No. BAC-2026-08-10)** *(Please see Annex B for Technical Specifications)*			

NAME OF BIDDER : _____

_____

ADDRESS : _____

_____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

_____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS : _____

_____

VAT Classification : ☐ VAT Registered ☐ Non-VAT Registered ☐ Zero-Reted

(Please tick (✔) the appropriate VAT classification)

Annex "B"

TECHNICAL SPECIFICATION/ TERMS OF REFERENCE

Procurement of Managed Printing Services for PEZA Head Office

Instructions: Bidders shall indicate **"Comply"** or **"Not Comply"** for each requirement listed below and specify the corresponding page number(s) of their proposal or technical documents where compliance is demonstrated. Each declaration of compliance shall be supported by appropriate documentary evidence contained in the submitted proposal. Failure to provide the required supporting evidence or non-compliance with any of the mandatory requirements may constitute a ground for disqualification, in accordance with the applicable procurement rules.

No.	Requirements	Statement of Compliance *(State whether "comply" or "not comply")*
1 LOT	**MANAGED PRINTING SERVICES FOR PEZA HEAD OFFICE**	
	COMPLIANCE	
	Authentic Genuine and Original Products Supplies and consumables	
	One (1) year contract	
	SECURITY	
	Printers must have DNS Security with below features	
	Detect and Block	
	C&C Callback Blocker	
	Network based malware & APT detection	
	Data leakage prevention	
	Hosted Services – no servers or client software	
	Support all servers, desktops & mobile devices	
	Customs block and allow list	
	Basic Statistics	
	Advanced statistics and forensics, with internal IP – addresses and hostnames	
	Run it in passive/IDS mode	
	SERVICE LEVEL AGREEMENT	
	Onsite Response Time – within the day for calls made before 2:00 pm cutoff. Next business day for call made after 2:00 pm cutoff.	
	Resolution Time – Maximum of 31 business hours from receipt of call.	
	Periodic Preventive Maintenance – Quarterly	

	With Remote Service System for fleet management system for remote monitoring, diagnosis, and maintenance of networked and USB-connected printers.		
	Availment of Service Unit if the printer needs to be pulled out upon recommendation of Service Engineer.		
	On site safety stock for inks will be provided and maintained to ensure zero downtime.		
	PRINTER SPECIFICATION		
	Printer Quantity	15 units	
	Printer Type	Multi-function A3 Size Colored Printer	
	Functions	Print, Copy, Scan and Fax with ADF	
	Printing Color	4 color (CMYK)	
	Duty Cycle	Minimum of 3,000 pages per month	
	Maximum Print Resolution	4800 x 1200 dpi	
	Printing Speed (Simplex)		
	ISO 24734, A4 (Black/Colour)	Simplex: Up to 25 ipm/ 25 ipm / Duplex: Up to 21 ipm / 21 ipm	
	ISO 24734, A3 (Black/Colour)	Simplex: Up to 13.5 ipm / 13.5 ipm / Duplex: Up to 10 ipm / 10 ipm	
	Printer Emulation	PCL5 / PCL6 / PostScript3 / PDF (ver 1.7)	
	Scanner Optical Resolution	1200 x 2400 dpi	
	Scanning Speed (Simplex/Duplex)		
	Monochrome 200dpi	Flatbed: 5 sec, ADF (Simplex/Duplex): Up to 26.0 ipm / 11.5 ipm	
	Colour 200dpi	Flatbed: 10 sec, ADF (Simplex/Duplex): Up to 9.0 ipm / 6.0 ipm	
	Card Slot / USB Host Function		
	Supported Formats (Direct Print)	JPEG, TIFF, PDF	
	Interface		
	USB	USB 2.0	
	Network	Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct (8 connections)	
	Network Protocol	TCP/IPv4, TCP/ IPv6, LPD, IPP, PORT9100, WSD	

	Network Management Protocols	SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SLP, - WSD, LLTD	
	Security Functions	Limit Access Function, PIN No. Certification, LDAP Address Book	
	Print Admin Connectivity (Open Platform)	Yes	
	Paper Handling		
	Number of Trays included	3 (Front 2, Rear 1)	
	Paper Size	A6, A5, A4, B6, B5, Half Letter, Executive, 16K, Indian-Level, Letter, 8.5 x 13", Legal 8.5 x 14" (216 x 356 mm), 4 x 6", 5 x 7", 8 x 10", 16:9 wide, Envelopes #10, DL, C6. C4	
	Electrical Specifications		
	Rated Voltage	AC 220 – 240 v	
	Power Consumption (Operating)	20 W	
	Software	Serverbased Print Admin Management Software for user control, security, and cost management.	

AUTHORIZED SIGNATORY: _____

(Signature Over Printed Name)

DATE: _____

ANNEX "C" TERMS AND CONDITIONS	
I. SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM *(Annex A)* **and TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of the Bidder - Address - PhilGEPS Registration No. /Organization No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - Copy of Proposal, if applicable
II. TYPE OF SUBMISSION	Submit the filled-up Forms (Annexes A and B) **manually** at the following address: 7th Floor, Procurement Unit, PEZA ICC, San Luis St., cor. Roxas Blvd., Pasay City
III. PROJECT TIMELINE	Delivery Period: Delivery, installation, testing, and commissioning shall be completed within thirty (30) calendar days after receipt of Purchase Order/Contract Service/Contract Duration: The Managed Printing Services shall be provided for a period of twelve (12) months from the date of acceptance of the printers by the Procuring Entity
IV. TERMS OF PAYMENT	Terms of Payment: **Through Cheque / 30 working days upon receipt of the Original Sales Invoice / Billing Statement**
V. DELIVERY LOCATION	Winning Bidder must deliver the Managed Printing Services to: ***PEZA Investment and Corporate Center, Roxas Boulevard corner San Luis Street, Pasay City, 1300***