RFQ No.	BAC-2025-02
Date	10 January 2024

REQUEST FOR QUOTATION
Small Value Procurement (53.9)

The Philippine Economic Zone Authority (PEZA) intends to undertake Negotiated Procurement: Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act no. 9184.

Name of Procurement Project	**Procurement of Commemorative Jacket**
Description/Specifications	Please refer to the attached Annex A and B
Approved Budget for the Contract (ABC)	Php 1,000,000.00
Deadline of Submission of Bid:	**January 15, 2025 10:00AM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Bids and Awards Committee (BAC), 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K 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)*
✓	Annual Income Tax Return Note: ○ **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 establishments 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)

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

For any clarification, you may contact **Secretariat – Bids and Awards Committee, at 8551-3451 loc. 338 or send us an email at bacsec@peza.gov.ph**

ANIDELLE JOY M. ALGUSO
BAC Chairperson

RFQ No.	BAC-2025-02

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. ANIDELLE JOY M. ALGUSO
BAC Chairperson
8th Floor Double Dragon Center, West Building, Macapagal Blvd.Pasay City

Thru: BAC Secretariat

Dear Madam:

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:

No.	Description	Total Bid Price
1 Lot	**Procurement of Commemorative Jackets to PEZA Officers and Officials** Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	**PhP**
	Total	

BUSINESS NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS: : _____

INSTRUCTIONS:

(1) Accomplish this RFQ 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 SPECIFICATION

Procurement of Commemorative Giveaways to PEZA Officers and Officials

Instructions: Bidders must indicate whether they "Comply" or "Not Comply" with each specification's requirements, along with the page number of the relevant document.

NO.	SPECIFICATION		Statement of Compliance State whether "comply" or "not comply"
1.	Item Name	Corporate Jacket	
2.	Fabric	Armani Polywool	
3.	Color	Red	
4.	Design	Truvenized Collar with a pair of slanted american pocket in front zipper	
5.	Sleeve Length	Long Sleeve	
6.	Fit	Tapered Fit	
7.	Logo Size	Embroided chest logo 2.5"x2.5" – front left chest logo	
8.	Size	XS – 7XL	
9.	Quantity	700	
10.	Target Date of Delivery	2nd week of February	
	Other Requirements		
	1. Provide After-Sales Support: a. Offer free repair or adjustment services for defective jackets for up to 6 months after delivery. b. Respond to complaints or requests within 2 business days.		
	2. Supply a Pre-Production Sample: Submit one sample jacket in the specified size, color, and design for approval prior to full production		
	3. Quality Assurance Guarantee: Ensure consistent fabric quality, stitching, and embroidery as per approved sample.		
	4. Delivery Commitment: Deliver all items by the 2nd week of February. Late delivery will incur a penalty of 1% per day of the total contract price.		
	5. Packing and Labeling: a. Each jacket should be individually packed in transparent plastic. b. Size and logo placement should be clearly labeled on the packaging.		
	6. Documentation Requirements:		

	Provide a detailed delivery receipt, signed acknowledgment of receipt, and warranty certification.	
	7. Compliance with Sizes and Fit: Ensure that size variations (XS-7XL) conform to standard measurements	

Sample Photo

I hereby certify to comply and deliver all the above Technical Specifications and requirements:

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 Store - 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 or at the following address; **Manually** : BAC Secretariat, 8th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City
III. DELIVERY PERIOD	Delivery Period: within 21 days upon receipt of NTP/ Contract/ PO/ WO or on the rescheduled date as approved by the End-User
IV. TERMS OF PAYMENT	Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement
V. DELIVERY LOCATION	Winning Bidder must deliver the items/services to the following address: 10th floor, PEZA Auditorium, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City