BAGUIO CITY ECONOMIC ZONE
Loakan Road, Baguio City, Philippines 2600

REQUEST FOR QUOTATION

(✓- required to be filled up/submitted. Non-compliance will lead to disqualification of bid)

Date: _____
RFQ No: **BCEZProc2026-290**

✓***Company/Business Name:*** _____

✓***Address:*** _____

✓***Tax Identification Number (TIN):*** _____

✓*(For Sole Proprietorship only)* ***Name of Sole Proprietor:*** _____

The **Philippine Economic Zone Authority – Baguio City Economic Zone (PEZA-BCEZ)**, through its Bids and Awards Committee (BAC), intends to procure "***Supply and Delivery of Laptops for PEZA – BCEZ Rebid #1***" through ***Small Value Procurement – Section 34*** of the Implementing Rules and Regulations of Republic Act No. 12009, and shall be awarded as **One (1) Lot** using the LCRB criterion.

Interested supplier/service provider shall submit a copy of the following documents:

1. ✓***PhilGEPS Registration***
   If Red Membership – submit a printed copy of the merchant details from the PhilGEPS corresponding to its PhilGEPS Organization Identification (ID)
   If Platinum Membership – attach valid certification (ensure all components are not expired).
2. ✓***Latest and Valid Mayor's / Business Permit***
   Note: No need to submit/attach, if PhilGEPS submitted is a valid Platinum Membership.
3. ✓***1st Quarter and 2nd Quarter Income Tax Returns (ITRs) for Calendar Year 2026***, or, where applicable, their **1st Quarter and 2nd Quarter Business Tax Returns for Calendar Year 2026**

A duly **Notarized Omnibus Sworn Statement (new NGPA standard form) will be required during the detailed evaluation stage from those that pass the preliminary examination of quotations.*

Please **submit** your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). For online submissions, kindly send them to the official online drop box bcezbacsec@peza.gov.ph.

Deadline of submission of bids is on or before *10:00 AM | 9 October 2026*

Delivery period for the project will be **Sixty (60) Calendar Days** after receipt of PO/WO at the Baguio City Economic Zone Administration Building.

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

For any clarification, you may contact the BAC Secretariat at (074) 447 3683 or send email to bcezbacsec@peza.gov.ph.

ATTY. BERNADETTE M. QUITORIANO
Chairperson, Bids and Awards Committee
Philippine Economic Zone Authority – Baguio City Economic Zone
PEZA Administration Building, Loakan Road, Baguio City
Telephone No. (074) 447 3683
Email: bcezbacsec@peza.gov.ph

5 October 2026

INSTRUCTIONS

Note: Failure to follow these instructions will result in the disqualification of your quotation

(1) Please accomplish accurately this RFQ. For items that are not applicable kindly indicate "n/a."

(2) Do not alter the contents of this form in any way.

(3) In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(4) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/ non-responsive, resulting to the automatic disqualification of your quotation.

(5) Quotations may be submitted through electronic mail at bcezbacsec@peza.gov.ph

(6) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from deadline of submission. A statement such as "*Price may subject to change without prior notice*" or similar shall render the quotation as non-responsive, and shall be automatically disqualified.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/ or levies payable, as well as transportation, insurance, packaging and documentation costs incidental to delivery of Goods and/or Services. Unless otherwise specified in the RFQ, an additional or separate delivery charge in the bid shall be treated as non-responsive and shall be automatically rejected.
5. A bid with more than one (1) price quotation either in whole or per item as the case may be, is not allowed as it defeats the principle of competitiveness among bidders under RA 12009.
6. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/ Lowest Calculated and Responsive Quotation, the PEZA-BCEZ shall adopt and employ "toss coin" as the tie-breaking method to finally determine the winning supplier/ service provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the accepted offer of the bidder. The delivery terms applicable to the project shall be **delivered to PEZA-BCEZ for goods supplies from the Philippines**, while **Delivered Duty Paid (DDP) to PEZA-BCEZ for goods supplies from abroad**. "*Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at the final destination.*"
9. Item/s delivered shall be inspected on the scheduled date and time of the PEZA-BCEZ. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after complete delivery and upon the submission of the required supporting documents, *i.e. Order Slip and/or Billing statement*, by the supplier/service provider, unless otherwise provided in the contract. Cash on Delivery (COD) shall not be allowed, unless stated by the bidder in the RFQ and accepted during bid evaluation.
11. Supplier/Contractor warrants that all goods/services to be provided are of acceptable industry standard. Whenever applicable, the obligation for the warranty shall be covered by either retention money in an

amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall be automatically released by the Procuring Entity after the lapse of the warranty period or in the case of Expendable Supplies, after consumption thereof; Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

In the absence of a specified retention money or special bank guarantee percentage within the technical requirements, a default warranty rate of one percent (1%) of the total contract price shall be applied.

Whenever applicable, the warranty security shall be required from the contract awardee for a minimum period of three (3) months in the case of Expendable supplies, or a minimum period of one (1) year, in the case of non-expendable supplies, after acceptance by the Procuring Entity of the delivered supplies.

12. 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. PEZA-BCEZ may terminate the contract once the cumulative amount of liquidated damages reached ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
13. The Procuring entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its Implementing Rules and Regulations.
14. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement project shall be deemed to form part of the contract.

Please quote your **best offer** for the item/s below. Indicate "0" or "-" of item being offered is for free. For items which are not applicable, indicate "n/a".

After having carefully read and accepted the instructions and Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

SUPPLY AND DELIVERY OF LAPTOPS FOR PEZA – BCEZ REBID #1							
Item No.	Approved Budget for the Contract (ABC)	Minimum Technical Specifications	Qty (A)	Unit of measure	Brand and Model / Offered Technical Specifications	Unit Price Inclusive of all applicable taxes, duties, levies, and other costs incidental to delivery (B)	Sub Total each of the Items (A x B)
Note: Non-compliance with the minimum required specifications shall be rejected							
1	₱1,800,000.00	**Supply and Delivery of Laptops for PEZA – BCEZ Rebid #1**	1	Lot			
		Particulars: - Please refer to the attached **Annex "A,"** which contains the **Specifications of Laptops.**					
		1. Delivery Period: 60 Calendar Days **2.**Inclusive of VAT and All Applicable Charges					
	Total Approved Budget for the Contract			**₱1,800,000.00**	**Total Offer:**		

Note: in case of discrepancies, the following Rules shall apply:

i) Total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail;

ii) Stated total price and the actual sum of prices of component items, the latter shall prevail;

iii) As applicable, unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail; and

iv) As applicable, amount in price schedule and in the bid form, the latter shall prevail.

Unless otherwise provided in the Purchase Order/Contract, PEZA-BCEZ shall pay the supplier/ service provider the actual amount net of applicable taxes withheld in a send bill arrangement.

In case that Supplier/Contractor requests check payment to be deposited to the account of Supplier/Contractor, the Supplier/Contractor shall shoulder the corresponding bank transfer fee and other fees that may be imposed on the said transaction.

_____
✔Signature over Printed Name

_____
✔Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
✔Email Address/es

Philippine Economic Zone Authority
BCEZ - MIS
Technical Specification for Bidding - IT Equipment

Annex "A"

Date: August 25, 2026

QTY	SPECIFICATION	
	Supply and Delivery of 15 Units of Laptop with External USB Keyboard	
15	**ITEM 1**	**BRANDED**
	ISO Certification	Manufactured by an ISO 9001 or ISO 9002 certified Personal Computer manufacturing company. (supported by certified true copy of ISO certification)
	Quality Assurance	The manufacturer must have a website where information and descriptions on product specifications can be viewed by the end-user. Manufacturer's website should have downloadable manuals and the latest drivers. Manufacturer must have a Technical Support or Customer Support Website. Brand must have a manufacturer's local depot for spare parts. (supported by a letter of certification and address from the manufacturer with the option of the agency to do site visit)
	Operating System	Windows 11 Pro ready (Optional)
	Processor	Latest Intel Core Ultra 5 or Latest Generation RYZEN 5 (Minimum)
	Memory	16-32 GB DDR5
	Storage	512 GB PCIe NVMe Solid State Drive
	Display	14 inches Anti Glare (1900x1200 Resolution))
	Camera	Dual Array Mic Integrated Camera
	Wireless	Wi-Fi 6E +Bluetooth 5.3
	Input /Output Ports	1 x HDMI
		1 x Headset Port (3.5mm Combo Audio Jack
		1 x RJ45
		2 x USB-A Port (5Gbps signaling rate)
		2 X USB-C Port (20Gbps signaling rate with PD 3.0, DP 1.4, Sleep and Charcge capability
	Battery	48Whr Fast Charge 3 cell Battery
	AC Adapter	45 Watt nPFC USB-C Straight AC Adapter
	External Mouse	Wired / Wireless Optical Mouse (Same Brand)
	External Keyboard	Standard Wired Keyboard (Same Brand)
	USB Hub	USB- A/USB-C to 3 Port USB-A
		Integrated Lock Slot
		Bag included
	Compliance	ENERGY STAR Certified / Electronic Energy Star Labelled (Estar)
		TCO Certified / Electronic TCO Certified
	Warranty	3 years parts, 3 years labor, 3 years onsite : Next Business Day. Provides a replacement drive and allows the user to keep their malfunctioning drive on which their sensitive data is stored Must have the manufacturer's warranty certificate (Upon Delivery)
	Delivery	60 days upon Notice of Award

Prepared by:

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