Republic of the Philippines
# *Philippine Economic Zone Authority*

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| RFQ No. | SUSD – 2024 - 01 |
| Date | 15 July 2024 |

## REQUEST FOR QUOTATION
### Alternative-Small Value Procurement

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

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| Name of Procurement Project | **Procurement of SUSD Inspection Uniform** |
| Description / Specifications | **Please refer to the attached Annexes** |
| Approved Budget for the Contract (ABC) | **Php 150,000.00** |
| Deadline of Submission of Bid: | **July 29, 2024 5:00PM** |

Interested bidders may submit their duly accomplished and filled-up Annex "A" on or before the deadline of submission of bids to **Bids and Awards Committee, 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 **BAC Secretariat at 8551-3451 loc. 200 or email us at bacsec@peza.gov.ph**

**AR. PIERRE GERARD A. POTENCIO**
Acting Department Manager - SUSD

| RFQ No. | SUSD – 2024 - 01 |
|---|---|

Annex "A"

**PRICE QUOTATION FORM**

(Financial Bid)

**AR. PIERRE GERARD A. POTENCIO**
Acting Department Manager - SUSD
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:

| Quantity | Specification | Bid Price (PHP) |
|---|---|---|
| 45 pcs | **Customized Honeycomb Poloshirt (Cotton)**<br>Material: Cotton<br>Color: Black, Gray with White Accent<br>Embroidered Logo (Front): PEZA Logo (Black and White)<br>Embroidered Text 1.5" Arial Font (Back)<br>**OFFICE OF THE BUILDING OFFICIAL**<br> <br>Note: Suppliers may recommend the best quality they can offer | **(Inclusive Of VAT)** |
| 45 pcs. | **Black Cargo Pants (Sturdy Cotton)**<br>Material: 98% Cotton, 2% Spandex<br>Specifications: 6-Pocket Cargo Pants, Straight Cut<br> <br>Note: Suppliers may recommend the best quality they can offer | **(Inclusive Of VAT)** |

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|---|---|---|
| 30 pcs. | **Semi Corporate Jacket**<br>Material: Satin, Twill, Water Repellant Microfiber<br>Colors: 15 pcs Dark Gray, 15 pcs Black<br>Embroidered Logo (Front) – PEZA Logo (Black and White)<br> <br>Note: Suppliers may recommend the best quality they can offer | **(Inclusive Of VAT)** |
| 15 pcs. | **Polo Jack**<br>Material: Satin, Twill, Water Repellant Microfiber<br>Colors: Black and Gray<br>Embroidered Logo (Front) – PEZA Logo (Black and White)<br> <br>Note: Suppliers may recommend the best quality they can offer | **(Inclusive Of VAT)** |
| | **Total Bid Price** | |

**COMPANY NAME** : _____

**ADDRESS** : _____

**PHILGEPS REG. NO.** : _____

**BIR TIN No.** : _____

**AUTHORIZED SIGNATORY:** _____

*Signature Over Printed Name*

**DATE** : _____

**CONTACT NO.** : _____

**EMAIL ADDRESS:** : _____

**INSTRUCTIONS:**

(1) Accomplish this Form 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.

Annex "B"

**TERMS OF REFERENCE**

<table>
<tr><th></th><th></th><th>Statement of Compliance<br>(State whether "COMPLY" or "NOT COMPLY")</th></tr>
<tr><td>I</td><td>PROCUREMENT PROJECT<br>Procurement of SUSD Inspection Uniform</td><td></td></tr>
<tr><td>II</td><td>COVERAGE<br>Total Female : 4<br>Total Male : 11</td><td></td></tr>
<tr><td>III</td><td>APPROVED BUDGET FOR THE CONTRACT (ABC)<br>Php 150,000.00</td><td></td></tr>
<tr><td>IV</td><td>SCOPE OF SERVICES<br>1. Delivery of sample fabrics / color swatches for approval<br>2. Taking of accurate measurements per personnel (15 pax)<br>3. Program for embroidery of PEZA Logo (Black and White)</td><td></td></tr>
<tr><td>V</td><td>DELIVERABLES<br><table><tr><th>Quantity</th><th>Specification</th></tr><tr><td>45 pcs.</td><td>Customized Honeycomb Poloshirt (Cotton)</td></tr><tr><td>45 pcs.</td><td>Cargo Pants (Sturdy Cotton)</td></tr><tr><td>30 pcs.</td><td>Semi Corporate Jacket</td></tr><tr><td>15 pcs.</td><td>Polo Jack</td></tr></table>The supplier shall provide sample fabrics / color swatches for approval and shall take accurate measurements for SUSD personnel within three (3) days upon receipt of Notice to Proceed (NTP). SUSD shall approve the fabrics / color swatches within three (3) working days upon receipt.</td><td></td></tr>
<tr><td>VI</td><td>TERMS OF PAYMENT<br>The end-user shall have a period of fifteen (15) working days to process payment that after the delivery and acceptance of Inspection Uniforms.<br><br>All payments shall be subject to existing government accounting and auditing rules.</td><td></td></tr>
<tr><td>VII</td><td>PROJECT DURATION<br>Delivery shall not exceed two (2) months upon issuance of NTP.<br><br>Notwithstanding any provisions to the contrary, PEZA shall have the right, power and privilege to terminate the services of the Service Provider pursuant to Annex "I" of the 2016 revised implementing rules and regulations (IRR) of RA 9184 and related issuances.</td><td></td></tr>
<tr><td>VIII</td><td>PENALTY CLAUSES<br>If in case the Supplier fails to deliver the Inspection Uniform as scheduled for any reason, the Supplier shall be liable for damages pursuant to Section 68 of the 2016 revised IRR of RA 9184 and associated issuances.</td><td></td></tr>
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| | The Supplier shall not assign or sub-contract the services or any portion thereof without the prior written approval of PEZA. Violation of this condition may be a ground for the cancellation of the Contract by PEZA. | |

**AUTHORIZED SIGNATORY:** _____

*Signature Over Printed Name*

**DATE** : _____

Annex "C"

**TERMS AND CONDITIONS**

1. 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

2. Submit the filled-up Forms (Annexes A and B) manually at:
   BAC Secretariat, 8th floor Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City

3. Delivery Period: 3 calendar days upon receipt of NOA / Contract / PO / WO

4. Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.

5. Winning Bidder must deliver the items to the following address:
   Support Services Department, 8th floor Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City