Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
Mactan Economic Zone

REQUEST FOR QUOTATION

DATE : September 26, 2024
RFQ No. : 2024-188

Company/Business Name[1] : _____
Address : _____
BIR TIN No. : _____
PhilGEPS Registration Number (required) : _____

The **Philippine Economic Zone Authority**, through its Bids and Awards Committee (BAC), intends to procure the Various IT Supplies & Peripherals through **Section 52 b (Shopping)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the **Terms and Conditions** provided on the next page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than October 3, 2024 addressed to:

MR. ARNEL M. SUYU
Chairperson, Bids and Awards Committee
PEZA Admin Bldg., AAI Compound, Gate 3, MEZ, Brgy. Ibo, Lapu-Lapu City

Alternatively, quotations may also be sent through facsimile or email at the address and contact numbers of the BAC Secretariat indicated below.

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement" of Annex "H" of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, the following documents are required to be submitted along with your quotation on the above set deadline.

Document	Remarks
Copy of valid Mayor's or Business Permit	In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment.
PhilGEPS Registration Number	Red or Platinum Membership Registration; Valid certificate of PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number

For any clarification, you may contact the BAC Secretariat at (032) 340-0590 or send email to mezbacsec@peza.gov.ph.

ARNEL M. SUYU
BAC Chairperson

[1] In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Accomplish this RFQ correctly and accurately.

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

(3) **All technical specifications must be complied with.** Failure to comply with any of the mandatory requirements will disqualify your quotation.

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. Please quote your **best offer** for all the items and do not leave any blank. Indicate "0" if the item being offered is for free.

4. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.

5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

6. Quotations exceeding the Approved Budget for the Contract shall be rejected.

7. The award of contract shall be made to the lowest quotation and responsive with the technical specifications, requirements and other terms and conditions stated herein

8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, PEZA shall adopt and employ "toss coin" or "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

9. The item/s shall be delivered according to the accepted offer of the bidder.

10. Item/s delivered shall be inspected on the scheduled date and time of PEZA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

11. **Payment shall be processed after delivery, receipt of original invoice and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the payment shall be through cheque with a lead time of 30 calendar days.**

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 may 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.

13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

14. The RFQ, Purchase Order (PO)/Work Order (WO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

TECHNICAL SPECIFICATIONS

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s (VAT Inclusive) for the item/s as follows:

Various IT Supplies & Peripherals								
To be filled-up by the End-user			TO BE ACCOMPLISHED BY SUPPLIER/BIDDER					
Item No.	Quantity and UOM	TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK	Statement of Compliance (Put a Check mark)		Remarks [e.g. Brand/Model & etc. Offered]	Unit Cost	Total Cost
			Yes	No			
1	10 pcs	USB Wired Keyboard, best for work					
2	10 pcs	USB Wired Optical Mouse with scroll wheel, best for work					
3	20 pcs	**CSB UPS Lead Acid Battery**, 12V 7.2AH (*Brand-new*, *compatible with APC UPS*)					
4	20 pcs	1 TB M.2 2280 PCIe NVMe Solid State Drive					
5	5 pcs	Handheld Barcode Scanner *(see Annex A)*					
6	2 units	**Multifunction InkJet Printer with ADF**					
		Functions: Print, Copy, Scan, Fax (but not necessary)					
		Print Technology: Replaceable Ink Pack System					
		First Page Out Time (Black/Colour): at least 4.8 / 5.3 sec					
		Copying: at least up to 999 copies					
		Scan Speed A4 Landscape: 5.0 sec					
		Paper Feed: Friction Feed					
		Interface: USB, Wi-Fi, Ethernet					
7	2 units	**All-in-One Ink Tank Printer (single user)**					
		Functions: Print, Copy, Scan, Fax with ADF					
		Print Technology: Thermal Inkjet or equivalent					
		Print Speed Draft (Black / Colour): at least 33 / 20 ppm					
		Scan Speed (Black / Colour): at least 12 / 29 sec					
		Max Copies: at least 99 copies					
8	1 unit	**Wireless Dual Band Gigabit Router**					
		Supports 802.11ac standards					
		Superfast Transfer Speed					
9	1 unit	RJ45 Network Cable Tester (*see Annex A*)					
10	1 pc	**Battery Universal Charger,** suitable for AA, AAA, C, D, 9V NiMH Rechargeable Batteries, output DC 12V 600mA, short-circuit and reverse polarity protection					
11	1 pc	**RJ45 Crimping Tool Pass Through** (*Professional Grade, Ethernet cable crimper for CAT5e, CAT6 & CAT7*)					
12	10 pcs	**Power Strip with Surge Protector**: 6 ft cable, 4-gang Univesal Outlet, 2500W max. capacity, with lightning protector					
13	1pc	Side Cutter for UTP network cable (*see Annex A*)					
14	300 pcs	RJ45 Pass Through Connectors					
15	8 pcs	EPSON Ink Maintenance Box T6716					
16	3 pcs	HP Toner #85A Cartridge					
17	2 pcs	HP Toner #305A Black Cartridge					
18	3 pcs	HP Toner #151A Cartridge					
TECHNICAL DOCUMENTARY REQUIREMENTS: [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.]							
DELIVERY REQUIREMENT: (Shall be coordinated to the end-user)							
Forty-five (45) calendar days upon receipt of PO							

FINANCIAL OFFER

Approved Budget for the Contract	Three Hundred Forty Three Thousand and Six Hundred Pesos (Php 343,600.00)
TOTAL OFFERED QUOTATION In accordance to Section 12.3 of IRR of RA 9184, in cases of discrepancies, the bid price stated in words shall prevail over the bid price in figures	In words: _____ _____ _____ _____ In figures: _____

Payment Details:	Payment shall be made promptly, but in no case later than thirty (30) days, through cheque after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Business Name : _____

Address : _____

Authorized Representative : _____
Signature Over Printed Name

Date : _____

Office Contact No/s : _____

Email Address : _____