Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PPRG-23-01-02
Date	31 January 2023

REQUEST FOR QUOTATION
(Alternative-Small Value Procurement)

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative/Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	**Procurement of PEZA 28th Anniversary Shirts**
Description/Specifications	Please refer to the attached Annex "B"
Approved Budget for the Contract (ABC)	PhP 300,000.00
Deadline of Submission of Bid	06 February 2023

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, EDSA cor. Macapagal Ave., Pasay City.

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

	Mayor's/Business Permit or PhilGEPS Platinum Membership Certificate
	Omnibus Sworn Statement (Notarized) for ABCs above 50k (for SVP only) *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)*

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

For any clarification, you may contact **Promotions and Public Relations Group at 8551-3451 loc. 642** or email **Mr. Brett Andrew Surell** at brett.surell@peza.gov.ph.

ALEEM SIDDIQUI M. GUIAPAL
Group Manager, PPRG

GÁLING PINAS GÁLING "Made in the Philippines is best The Philippines is

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

Mr. Aleem Siddiqui M. Guiapal
Group Manager, Promotions and Public Relations Group
Philippine Economic Zone Authority (PEZA)
10th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Ave., Pasay City

Thru: BAC Secretariat

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s for the items as follows:

Description	Quantity	Unit Price	Bid Price
PEZA 28th Anniversary Shirts	603 pcs	**PhP**	**PhP** **(inclusive of VAT)**

BUSINESS NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

TIN : _____

AUTHORIZED SIGNATORY : _____
(Signature over Printed Name)

DATE : _____

CONTACT NOS. : _____

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

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Annex "B"

TECHNICAL SPECIFICATIONS

Item	Specification	Quantity
Collared Shirts (Anniversary Shirt)	• **Material:** Cotton (Lacoste type) • **Design:** Collared Shirt • **Shirt Color:** Purple/Lavender/Magenta • **With logo embroidered in left chest area (size: 2.0" x 1.5")** • **With available sizes from XS-6XL** 	**603**

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Annex "C"

TERMS AND CONDITIONS

1. **Bidder shall type or write in "Ink" the following on the Price Quotation Form:**
   - Business Name
   - 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 or thru email at the following address:**
   - **Manually:** PPRG, 10th floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd, Pasay City
   - **Email:** brett.surell@peza.gov.ph

3. **Delivery Period:** on or before February 22, 2022

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

5. Winning bidder must deliver the items/services to the following address:

   10th floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd, Pasay City