Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
BAGUIO CITY ECONOMIC ZONE
Bids and Awards Committee
Loakan Road, Baguio City 2600

REQUEST FOR QUOTATIONS

The Philippine Economic Zone Authority – Baguio City Economic Zone (PEZA-BCEZ) through its Bids and Awards Committee (BAC), invites all interested suppliers/bidders to offer their lowest government price for the following project:

Mode of Procurement	: **Small Value Procurement (Sec. 34 NGPA IRR)**
Reference Number	: **BCEZProc2025-126**
Name of Project	: **Supply and Delivery of BCEZ 2025 Christmas Gift Boxes**
Total Approved Budget for the Contract (ABC)	: **Php 562,275.00**
Location/Place of Delivery	: **PEZA-BCEZ Multi Purpose Building**
Specifications:	: **See attached Annex "A"**
Deadline of submission	: **November 3, 2025 @ 1:00PM**
Delivery Period	: **December 1, 2025**

Interested bidders/suppliers are required to submit their duly accomplished Price Quotation Forms (Annex "A") on or before the deadline of submission of bids at the ***BAC Secretariat, 1/F PEZA-BCEZ Administration Bldg., Loakan Road, Baguio City***. Bidders/suppliers have the option to submit open or sealed quotations.

For open quotations, submissions shall be submitted via email to bcezbacsec@peza.gov.ph. Please note that electronic submissions to any other email address other than the one specified will ***not*** be accepted.

In accordance with applicable procurement laws, the BCEZ-BAC requires that the necessary documentary requirements to be submitted by together with the bid:

1. **Current and Valid Mayor's Permit**
2. **PhilGEPS number**
3. **Omnibus Sworn Statement** (downloadable from https://www.gppb.gov.ph/ngpa-standard-forms/)
4. **Latest Income Tax Return** (ITR) - 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.
5. **Latest Business Tax Return** – 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 of operations, this refers to the monthly business tax returns filed to date.

Awarding of the contract will be done **as one lot**. Further, award of contract shall be made to the ***bidder who made the lowest calculated quotation which complies with the minimum technical specifications*** *(Annex A)* ***and General Terms and Conditions*** *(Annex B)*. For awarded Infrastructure projects, the winning bidder/s are required to submit a Safety & Health Program approved by DOLE prior to the issuance of the Notice of Award.

For further inquiries, you may contact the PEZA-BCEZ BAC Secretariat at telephone numbers (074) 447-4155/3333 or via email at bcezbacsec@peza.gov.ph.

The PEZA-BCEZ BAC reserves the right to reject any or all bids, waive any informality in the bids received; to accept or reject any item/s of any bid and to make an award to the bidder whose proposal is most advantageous to the Government.

The PEZA assumes no responsibility whatsoever to compensate or indemnify bidders for expenses incurred in the preparation of their price quotations/proposals.

ATTY. BERNADETTE M. QUITORIANO
BAC Chairperson, PEZA-BCEZ

Annex A

PRICE QUOTATION FORM
Reference Number: **BCEZProc2025-126**

THE CHAIRPERSON
Bids and Awards Committee
Philippine Economic Zone Authority
Baguio City Economic Zone
Loakan Road, Baguio City

Thru : BAC Secretariat
PEZA-BCEZ

Dear Sir/Madam:

After having carefully read and accepted the Terms and Conditions of this Request for Quotation (RFQ) and followed the Instructions to Bidders specified in Annex B, we wish to submit our quotation/s for the following items:
** Please note that it is ***required*** to specify the Brand, or Model, or Technical Specifications of the product/item.
For items without brands (e.g. sand, gravel, nails, walis tambo, etc…), please write the word "COMPLY".

Item No.	Total ABC (in Php)	Unit	Qty.	PEZA-BCEZ Specifications	Bidder's offer (Tech. spec/ model no., if applicable)	Unit Price (Php)	Total Price (Php)
	562,275.00	**lot**	**1**	**Supply and Delivery of BCEZ 2025 Christmas Gift Boxes**			
				I. Container			
		pc	75	Heavy-duty plastic storage box, 30-liter capacity. Rectangular shape with secure snap-on lid and ergonomic handles. Suitable for storing the assorted grocery items, durable, stackable, transparent			
				II. Grocery Items for Christmas Gift Boxes			
				Non-perishable goods			
		can	75	Canned Fruit Cocktail, net weight 3.033kg			
		pack	150	Spaghetti Pasta (atleast 800g) with Spaghetti Sauce (at least 800g) Combo pack			
		pack	75	Elbow Macaroni Pasta, 1kg			
		pc	150	Foil-wrapped processed filled cheese in a box, 160g			
		can	150	Sweetened Condensed Creamer, 377g easy-open can			
		pc	300	All-purpose cream, thick and cream texture, suitable for cooking, baking and dessert preparation, 250ml			
		pc	150	Nata De Coco (coconut gel in heavy syrup), packed in a 340g glass jar			
		pc	150	Kaong (Sugar Palm Fruit in Heavy Syrup), packed in a 340g glass jar			
		pc	150	Creamy mayonnaise, suitable for sandwiches, salads, dips, and cooking applications, packed in a 470 ml glass jar			
		can	150	Premium-Style Corned Beef, Ranch Style, packed in an easy-open metal can, 260g			
		can	150	Chicken Luncheon Meat packed in an easy-open metal can, 340g			
		pc	75	Hazelnut cocoa spread packed in a 350g glass jar			
		pc	75	Creamy peanut butter spread packed in a 462g plastic jar			

		pack	75	Chocolate-malt flavored powdered drink mix, packed in a 1kg foil pouch			
		pc	75	Premium dark-roast instant coffee, 200g glass jar with approximately 100 servings per jar			
		pack	75	Non-dairy coffee creamer, powdered formulation with smooth texture, suitable for hot and cold beverages, packed in a moisture-resistant packaging, 400g pack			
		pack	75	Brown Sugar packed in a food-grade, moisture-resistant packaging, 1kg			
		bottle	75	Locally available sweet red wine in a 750ml glass bottle, with smooth finish and fruity notes			
		box	75	Chocolate-coated marshmallow-filled snack cakes, individually wrapped, packed in a 336g box			
		can	150	Canned tuna flakes in vegetable oil packed in a 180g easy-open can			
		pack	75	Fortified powdered milk-drink packed in a 1.5kg foil pouch			
		pack	75	Canola Cooking Oil, 1-liter pouch			
				Perishable Goods			
		pc	72	Pre-sliced sealed pork ham with separately packed sweet-style glaze, with insulated foil bag,1kg			
		pc	78	Pre-sliced sealed chicken ham with separately packed sweet-style glaze, with insulated foil bag,1kg			

Instructions to Bidders:

Delivery Instructions

The winning bidder should adhere to the following delivery date and arrangements:

One time delivery of non-perishable and perishable goods on ***December 01, 2025 (Monday)*** at the PEZA BCEZ Admin. Bldg., Loakan Road, Baguio City

Packaging

Winning Bidder shall ensure that all non-perishable grocery items are properly packed inside the 30-liter heavy duty plastic storage box with lid.

A printed checklist of the contents must be included inside each box to facilitate verification upon delivery.

Each box must contain the following items in the specified quantities:

Fruit Cocktail - 1
Spaghetti Pasta and Sauce Combo - 2
Elbow Macaroni Pasta - 1
Cheese - 2
Condensed Creamer - 2
All-purpose cream - 4
Nata De Coco - 2
Kaong - 2
Mayonnaise - 2
Corned Beef - 2
Chicken Luncheon Meat - 2
Hazelnut Cocoa Spread - 1
Peanut Butter - 1
Chocolate-malt drink - 1
Instant Coffee - 1
Coffee Creamer - 1
Brown Sugar - 1
Red Wine - 1
Chocolate-coated marshmallow snack - 1
Canned tuna - 2
Powdered Milk - 1
Canola Oil - 1

Freshness and Expiry Dates
1. All items must be properly labeled with manufacturing and expiry/best-before dates
2. Perishable goods must have a minimum shelf life of 6 months upon delivery
3. Non-perishable goods must have a minimum shelf life of 12 months upon delivery
No Substandard Goods
1. Goods that are close to expiry, damaged or below the quality standards expected for christmas gift boxes will not be accepted
2. Rejected goods must be replaced promptly at no extra cost to PEZA BCEZ to ensure timely distribution of the Christmas gift boxes

	Nothing Follows	

_____ _____

Printed Name and Signature of Authorized Representative Date

Bidder/Supplier's Information:

Company Name	
Address:	
Tel/Fax No.	
Email Address:	

Annex B

GENERAL TERMS AND CONDITIONS

1. **PRICE VALIDITY.** Price validity shall be **thirty (30) calendar days** from the deadline of submission of quotation;

2. **PRICE ESCALATION.** All prices for the given scope of work in the contract as awarded shall be considered fixed prices, and therefore not subject to price escalation during contract implementation;

3. **ALTERNATIVE BIDS.** Alternative bids shall be rejected. For this purpose, alternative bid is an offer made by a bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding;

4. **TAXES.** Prices shall be inclusive of applicable taxes (VAT or percentage). Total price quoted is subject to withholding tax and payable through check;

5. **DELIVERY PERIOD.** Delivery period should be **On December 1, 2025**

6. **DELIVERY TERMS.** The delivery terms applicable to the Contract are **delivered to PEZA-BCEZ for goods supplied from the Philippines, while Delivered Duty Paid (DDP) to PEZA-BCEZ for goods supplied 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".

7. **INCIDENTAL CHARGES AND SERVICES.** The cost of transportation, insurance, and other cost, including packaging and documentation incidental to delivery of the Goods and/or Services shall be included in the price quoted by the Bidder. An additional or separate delivery charge in the bid shall be treated as non-responsive and shall be rejected.

8. **TERM OF PAYMENT.** Payment shall be CHARGED ACCOUNT. Cash on Delivery (COD) shall not be allowed, unless specified in the quotation **and** accepted during bid evaluation. Most importantly, no payment shall be made until full delivery of item/s and/or services is/are completed and the same is/are inspected and satisfactorily accepted by PEZA-BCEZ.

9. **PERFORMANCE SECURITY.** For procurement of goods and/or services, PEZA may require the submission of a Performance Security depending on the nature of the procurement project. However, for Infrastructure Projects, submission of a performance security is required by PEZA. The amount of of the Performance Security shall not be less than the required percentage of the total contract as provided under Section 39 Rule XI of the 2016 Revised IRR of RA 9184.

10. **WARRANTY AND RETENTION MONEY.** 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%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the prescribed 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. *(GPPB Resolution No. 30-2017 dated 30 May 2017)*

11. **LIQUIDATED DAMAGES.** Delay in the delivery shall be subject to liquidated damages by way of penalty at 1/10 of 1% of each day of delay reckoned from the day after the last day of the delivery period or the agreed date of delivery, whichever is applicable.

12. **ALTERATION OR TECHNICAL SPECIFICATIONS AND TERMS AND CONDITIONS**. Altering and/or amending the technical specifications and Terms and Condition(s) may be considered non-responsive/ non-compliant.

INSTRUCTIONS TO BIDDERS:

a) Completely fill out the Price Quotation Form (Annex A), technical specification/brand/model (if applicable), unit/ total price and Supplier/Bidder's information. Do not forget to sign the Price Quotation Form. Whenever applicable, original brochures or certificates of the items offered showing its performance characteristics or specifications, shall be attached and submitted together with the Price Quotation Form.
b) If applicable, an ocular inspection, in coordination with the End-User and BCEZ-BAC, shall be conducted by the interested bidder of the premises/area subject of herein procurement process.