Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	MISD-2025-03
Date	June 18, 2025

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

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

Name of Project	**Request to Procure Computer Peripherals**
Description/Specifications	**Attached Annex "A"**
Approved Budget for the Contract (ABC)	**Php 37,916.67**
Deadline of Submission of Bid	**25 June 2025 5:00pm**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Management Information Systems Department (MISD)** at the PEZA Head Office, **10th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.**

Bids must be submitted manually 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.*
✓	Income / Business Tax Return (**for ABC above 500k**) 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*)
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

Award of contract shall be given to the lowest calculated and responsive bidder per item which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact MIS Department at the telephone nos. (02) 8551-9591 / (02) 85513451 local 222 or **mis@peza.gov.ph**.

ALEX G. BARTOLOME
Department Manager, MISD

RFQ No.	MISD-2025-03

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

ALEX G. BARTOLOME
Department Manager, MISD
10th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

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 (inclusive of VAT) for the following items:

QTY	Description	Bid Price (PHP)
60	**KEYBOARD** Date:	Php
	Technical Specifications	
	Keycaps: Round Edge	
	Type: Wired	
	Hotkeys: 12 FN Multimedia Keys	
	Character: Laser Engraving	
	Num Keys: Yes	
	Splash proof: Yes	
	Adjustable Keboard Legs: Yes	
	Connectivity: USB (150 cm cable)	
	Warranty: One year (1)	
50	**OPTICAL MOUSE**	
	Technical Specifications	
	Type: Wired	
	Design: Symmetric	
	Sensor: Optical	
	Resolution: 1200 DPI	
	Buttons No.: 4	
	Port: USB (150 cm cable)	
	Warranty: One year (1)	
		(Inclusive of VAT)

NAME OF STORE :_____

ADDRESS :_____

PHILGEPS REG. NO. :_____

TIN :_____

AUTHORIZED SIGNATORY:_____
(Signature over Printed Name)

DATE :_____

CONTACT NOS. :_____

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.
(5) Bids exceeding the ABC shall be automatically disqualified.

Annex B"

Technical Specifications

<table>
<tr><th>QTY</th><th>Technical Specifications</th><th>Statement of Compliance
(State whether "comply" or "not Comply")</th></tr>
<tr><td>60</td><td>
<table>
<tr><td>KEYBOARD</td><td>Date:</td></tr>
<tr><td colspan="2">Technical Specifications</td></tr>
<tr><td>Keycaps</td><td>Round Edge</td></tr>
<tr><td>Type</td><td>Wired</td></tr>
<tr><td>Hotkeys</td><td>12 FN Multimedia Keys</td></tr>
<tr><td>Character</td><td>Laser Engraving</td></tr>
<tr><td>Num Keys</td><td>Yes</td></tr>
<tr><td>Splash proof</td><td>Yes</td></tr>
<tr><td>Adjustable Keboard Legs</td><td>Yes</td></tr>
<tr><td>Connectivity</td><td>USB (150 cm cable)</td></tr>
<tr><td>Warranty</td><td>One year (1)</td></tr>
</table>
</td><td></td></tr>
<tr><td>50</td><td>
<table>
<tr><td colspan="2">OPTICAL MOUSE</td></tr>
<tr><td colspan="2">Technical Specifications</td></tr>
<tr><td>Type</td><td>Wired</td></tr>
<tr><td>Design</td><td>Symmetric</td></tr>
<tr><td>Sensor</td><td>Optical</td></tr>
<tr><td>Resolution</td><td>1200 DPI</td></tr>
<tr><td>Buttons No.</td><td>4</td></tr>
<tr><td>Port</td><td>USB (150 cm cable)</td></tr>
<tr><td>Warranty</td><td>One year (1)</td></tr>
</table>
</td><td></td></tr>
</table>

AUTHORIZED SIGNATORY:_____
(Signature over Printed Name)

DATE: _____

Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- 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

- Submit the filled-up (Annex A and B) Forms **manually** at the following address;

  10th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: Thirty (30) calendar days upon receipt of NOA/Contract/PO

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

- Winning Bidder must deliver the items/services to the following address:

  10th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.

: