Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	GAD-2026-02-002
Date	25 February 2026

REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with **Section 34** of the Implementing Rules and Regulations of the **Republic Act No. 12009**.

Name of Procurement Project	**Procurement of Printed T Shirts and Collateral Giveaways for the PEZA Women's Month Celebration 2026**
Description/Specifications	(Please refer to the attached Annex B)
Approved Budget for the Contract (ABC)	**LOT NO.** / **TITLE OF THE PROJECT** / **ABC** 1 / WOMEN'S MONTH PEZA SHIRT / P 333,040.00 2 / COLLATERAL GIVEAWAYS / P388,160.53 *Total ABC for the Project* / **P721,200.53**
Deadline of Submission of Bid:	March 2, 2026 at 12:00 PM

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to the **Personnel Services Division, 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s **per lot** 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)*
✓	Business and Annual Income Tax Return for ABC above 500K Note: ○ **Latest Income Tax Return filed via eFPS with proof of payment and filing, as applicable** (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) **and** ○ **Latest Business Tax Return filed via eFPS, with proof of payment and filing** (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 the **Personnel & Administrative Services Group at 8551-3451 loc 314 or email us at hrd@peza.gov.ph.**

VIVIAN C. TOLEDO
Group Manager
Personnel & Administrative Services Group

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

VIVIAN C. TOLEDO
Group Manager
Personnel & Administrative Services Group
9th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.

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 and other charges for the following items:

No.	Description	Total Bid Price
	Procurement of Printed T Shirts and Collateral Giveaways for the PEZA Women's Month Celebration 2026 **LOT No. _____**	
	Total	

COMPANY/ NAME : _____

ADDRESS : _____

_____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS : _____

_____

For proper withholding tax and VAT treatment, may we confirm if your company is VAT-registered or non-VAT? _____

_____

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"

TECHNICAL SPECIFICATION/ TERMS OF REFERENCE

Procurement of Printed T Shirts and Collateral Giveaways for the PEZA Women's Month Celebration 2026

Instructions: For each lot being bid, bidders shall indicate "Comply" or "Not Comply" for every item listed below and shall state the specific page number(s) of their proposal or technical documents where compliance with the requirement is demonstrated.

LOT 1 – WOMEN'S MONTH PEZA SHIRT

REQUIREMENTS	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
1. Quantity: 724 pieces	
2. Color: Combination of Purple and White	
Specifications:	
a) Materials: US/imported Fabric Honeycomb 170GSM, stretchable and breathable with high quality and original materials	
b) Print; Full bleed sublimation printing, vibrant and non-fading quality print, design will be subject for approval	
c) Customization: Free personalized design lay-outing and logo	
d) Packaging: Each shirt shall be folded neatly and placed in a transparent plastic bag for easy distribution per team.	
e) Must be available in various sizes including XS,S,M,L,XL,2XL,3XL, 4XL and, 5XL)	
f) Design provided of the client must secure approval before the final printing of the uniform.	
g) Final breakdown of sizes will be provided by the client	
h) Delivery should be on or before **20 March 2026**	

LOT 2 – COLLATERAL GIVEAWAYS

REQUIREMENTS	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
CANVASS BAG/TOTE BAG	
Delivery Date: March 20, 2026	
Specifications:	
a) Color Options: White/Purple/Black	
b) Quantity: 724 pieces	
c) Size: 14 x 16	
d) Customization: Free personalized design lay-outing and logo	
e) Packaging: Each bag shall be folded neatly and placed in a transparent plastic bag for easy distribution.	
WATER TUMBLER	
Specifications:	
a) Color: Purple (Tyeso) Tumbler	
b) Quantity: 724 pieces	
c) Customization: Free personalized design lay-outing and logo	
d) Bottle Size: 600 ml	
e) High quality can hold cold water for at least 24 hours and hot water for at least 6 hours	
COFFEE MUG	
Specifications:	
a.) Color: White or Purple Mug	
b.) Quantity: 724 pieces	
c.) Customization: Free personalized design lay-outing and logo	
d.) With box and sublimated Print	

**Include copy of proposal/photo of the proposed product, as applicable*

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

DATE : _____

LOT 1 REFERENCE

PEZA WOMEN'S SHIRT SAMPLE

LOT 2 REFERENCE

ANNEX "C"
Terms and Conditions

I.	**SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of Store - Address - PhilGEPS Registration/Org. No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - VAT/Non-VAT confirmation - Copy of Proposal/Brochures, if applicable - Strandard Warranty Certificate, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: Personnel & Administrative Services Group - Philippine Economic Zone Authority, 9th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
III.	**DELIVERY PERIOD**	Delivery Period: within 15 calendar days upon receipt of NTP/ Contract/ PO/ WO or with actual delivery date reflected at Annex B (Technical Specification/Terms of Reference) of this RFQ.
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement and complete attachments/supporting documents
V.	**DELIVERY /LOCATION**	Winning Bidder must deliver the items/services to the following address together with the list of product/services: 9th Floor, PEZA PASG, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City or at the selected delivery area specified under Annex B *For Goods and Services (i.e. Equipment, Devices, and etc.) please provide list of product services to be delivered (please refer to format provided attached as Annex D via hard copy and excel file to be submitted at the email reflected in this RFQ.

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

DATE : _____