Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	PEZ-2025-10-01
Date	08 October 2025

REQUEST FOR QUOTATION
Small Value Procurement

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) intends to undertake Small Value Procurement in accordance with **Section 34** of the Implementing Rules and Regulations of the New Government Procurement Act.

Name of Procurement Project	**Appraisal of Twenty-Eight (28) units of Standard Factory Building (SFB) for determination of Market Value and Lease Rates at Pampanga Economic Zone (PEZ)**
Description/Specifications	Please refer to the attached "Annex B" for the specifications
Approved Budget for the Contract (ABC)	PhP300,000.00
Deadline of Submission of Bid:	October 17, 2025, 3:00 PM

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Office of the Zone Manager, PEZ Admin Building, EPZA, Pulung Cacutud, Angeles City, Pampanga, 2009.**

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

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) 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)*
	Annual Income Tax Return Note: ○ **Latest Income Tax Return filed via eFPS with proof of filing and payment, 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 filing and payment, as applicable.** (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)

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 **Office of the Zone Manager** at **(045) 901-9931** or send us an email at **pez@peza.gov.ph**

RAMON S. LACAP
Acting Zone Manager

RFQ No.	PEZ-2025-10-01

ANNEX "A"
PRICE QUOTATION FORM
(Financial Bid)

RAMON S. LACAP
Acting Zone Manger
Pampanga Economic Zone
PEZ Admin Building, EPZA, Pulung
Cacutud, Angeles City, Pampanga, 2009

Thru: BAC Secretariat

Dear Madam:

After having carefully examined the Terms and Conditions of this Request for Quotation (RFQ) and duly observed the Instructions to Bidders, we hereby submit our quotation/s (*inclusive of VAT*) for your consideration, covering the following items:

No.	Description	Total Bid Price
	Appraisal for Twenty-Eight (28) units of Standard Factory Buildings (SFB) for determination of Market Value and Lease Rates at the Pampanga Economic Zone (PEZ)	
	Total	

BUSINESS NAME : _____
ADDRESS : _____

PHILGEPS REG. NO. : _____
BIR TIN No. : _____
AUTHORIZED SIGNATORY: _____
Signature Over Printed Name

DATE : _____
CONTACT NO. : _____
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

ANNEX "B"
TECHNICAL SPECIFICATION

Appraisal of Twenty-Eight (28) Units of Standard Factory Building (SFB) for determination of Market Value and Lease Rates at the Pampanga Economic Zone (PEZ)

Instructions: Bidders must indicate "Comply" or "Not Comply" for each item below and provide the corresponding page number in their proposal or technical documents where the requirement is addressed. Non-compliance with any of the mandatory requirements may be a ground for disqualification.

<table>
<tr><th>ITEM</th><th>SPECIFICATION</th><th>Statement of Compliance
(State whether "comply" or "not comply")</th></tr>
<tr><td>I.</td><td>Background and Rationale
- The Philippine Economic Zone Authority (PEZA) is mandated to promote investments, extend assistance, register, grant incentives to, and facilitate the business operations of investors. To efficiently manage its assets and ensure proper valuation for financial, operational, and strategic decision-making, there is a need to conduct a professional appraisal of its existing standard factory buildings within the Pampanga Economic Zone (PEZ), Pulung Cacutud, Angeles City. The building appraisal shall determine the current fair market value and other relevant valuation measures in line with standard appraisal practices.</td><td></td></tr>
<tr><td>II.</td><td>Objectives
- The objectives of the building appraisal are as follows:

1. To determine the current real value of the buildings located within the Pampanga Economic Zone (PEZ).
2. To support PEZA in decision-making regarding property management, lease, utilization, and potential investment opportunities.</td><td></td></tr>
<tr><td>III.</td><td>Scope of Work

The engaged appraiser shall perform the following:

1. Conduct site inspections of the subject buildings and related facilities.
2. Assess the physical condition of the buildings and determine their remaining economic life.
3. Apply standard appraisal methodologies to establish fair market value and/or replacement cost, less depreciation.
4. Prepare and submit a comprehensive appraisal report with complete documentation, findings, and recommendations.</td><td></td></tr>
<tr><td>IV.</td><td>List of Buildings for Appraisal:
<table><tr><td>1. Bldg. No. 10-02,
2. Bldg. No. 6-01
3. Bldg. No. 6-02
4. Bldg. No. 8-01
5. Bldg. No. 13-05
6. Bldg. No. 13-06
7. Bldg. No. 15-05
8. Bldg. No. 15-06
9. Bldg. No. 8-02
10. Bldg. No. 11-03</td><td>11. Bldg. No. 17-01
12. Bldg. No. 17-02
13. Bldg. No. 13-01
14. Bldg. No. 17-05
15. Bldg. No. 17-06
16. Bldg. No. 15-03
17. Bldg. No. 7-01
18. Bldg. No. 15-02
19. Bldg. No. 12-02</td><td>20. Bldg. No. 13-03
21. Bldg. No. 13-04
22. Bldg. No. 7-02
23. Bldg. No. 7-03
34. Bldg. No. 9-02
25. Bldg. No. 9-03
26. Bldg. No. 15-01
27. Bldg. No. 17-03
28. Bldg. No. 17-04</td></tr></table></td><td></td></tr>
</table>

V.	**Deliverables** The following shall be delivered to PEZA: 1. Inception report outlining methodology, timeline, and requirements (within 3 working days from start). 2. Final Building Appraisal Report, both in printed (3 copies) and electronic formats, containing: - Executive Summary - Description of subject properties - Appraisal methodology used - Valuation results (per standard factory building) - Supporting documents, maps, and photographs	
VI.	**Duration** - The appraisal shall be completed within Twenty (20) days from receipt of Notice to Proceed (NTP).	
VII	**Qualifications of the Appraiser** The appraiser must possess the following qualifications: - Licensed Real Estate Appraiser duly registered with the Professional Regulation Commission (PRC); - With at least three (3) years of relevant experience in property/building appraisal; - With proven track record in preparing appraisal reports for government or private institutions; - Must not have any conflict of interest with PEZA or its stakeholders.	
VII	**Responsibilities of the Appraiser** - Conduct the appraisal in accordance with generally accepted Philippine Valuation Standards (PVS) and the International Valuation Standards (IVS). - Maintain confidentiality of all documents and information provided by PEZA. - Coordinate closely with PEZA representatives for site visits and data collection.	
IX.	**Responsibilities of PEZA** - Provide the appraiser with access to necessary documents, permits, and records. - Facilitate site inspections and coordination with building administrators or concerned personnel. - Review and provide feedback on submitted reports within a reasonable timeframe.	
X.	**Acceptance of Output** - The final report shall be subject to review and acceptance by PEZA. Any deficiencies or clarifications required shall be addressed by the appraiser within (5) working days from notification.	
XI.	**Confidentiality** - All information, records, and results arising from the appraisal shall remain the property of PEZA and shall not be disclosed to third parties without prior written consent.	

I hereby certify that the information indicated in this Statement of Compliance is true and correct. I further confirm that our company fully understands and commits to comply with the technical specifications, requirements, and conditions set forth in this procurement project.

Authorized Signatory: _____

(Signature over Printed Name)

Position/Designation: _____

Date: _____

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 No. /Organization No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - Copy of Proposal, if applicable
II. **TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: Pampanga Economic Zone PEZ Admin Building, EPZA, Pulung Cacutud, Angeles City, Pampanga, 2009
III. **DELIVERY PERIOD**	Delivery Period: 20 Days from receipt of Notice to Proceed (NTP).
IV. **TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement
V. **DELIVERY LOCATION**	Winning Bidder must deliver the items/services to the following address: Pampanga Economic Zone PEZ Admin Building, EPZA, Pulung Cacutud, Angeles City, Pampanga, 2009