Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	RFQ No. GSD 2025-02
Date	January 16, 2025

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

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

Item No.	Quantity	Procurement for the Refilling and Servicing of Fire Extinguisher for PEZA Head Office	Approved Budget for the Contract (ABC) (PhP)
1	1 Lot	Refilling and Servicing of Fire Extinguisher for PEZA Head Office 1. 67 units of 10 lbs Dry Chemical 2. 6 units of 20 lbs Dry Chemical 3. 4 units of 50 lbs Dry Chemical 4. 6 units of 10 lbs HCFC-123 5. 9 units – Repair of hose for 10lbs Dry Chemical	**64,722.62**
Deadline of Submission of Bid: January 21, 2025 05:00PM			

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

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) for ABCs above 50K under small value 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 and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications (Annex B), and Terms and Conditions (Annex C).

For any clarification, you may contact **General Administrative Services Department (GASD) at 8551-3451 loc. 336 or email us at gasd@peza.gov.ph**

NILDA T. LUMAPAK
Officer-in-Charge
General Services Division (GSD)

RFQ No.	GSD 2025-02

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. NILDA T. LUMAPAK
Officer-in-Charge
General Services Division (GSD)
9th Floor Double Dragon Center, West Building, Macapagal Blvd. Pasay City

Dear Ma'am,

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:

Item No.	Description	*(A)* Quantity	*(B)* Unit Price (PhP)	*(A x B)* Total Bid Price (PhP)
1	Refilling and Servicing of Fire Extinguisher for PEZA Head Office 1. 67 units of 10 lbs Dry Chemical 2. 6 units of 20 lbs Dry Chemical 3. 4 units of 50 lbs Dry Chemical 4. 6 units of 10 lbs HCFC-123 5. 9 units – Repair of hose for 10lbs Dry Chemical	1 Lot		

NAME OF STORE : _____

ADDRESS : _____

_____

PHILGEPS REG. NO. : _____

_____

TIN : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS: _____

INSTRUCTIONS:

(1) Accomplish this Form (Annex A) 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

Item No.	Qty	Specifications	**Statement of Compliance** (State whether "Comply" or "Not Comply")
1	1 Lot	Scope of Works for the Refilling and Servicing of Fire Extinguishers:	
		*General Cleaning of Valves & Hose to remove clogs	
		*Repair of hose for 9 units only	
		*Hydrotesting	
		*Replace chemical content	
		*Repainting	
		*Reconditioning	
		*Provide service units during refilling	

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 Forms (Annexes A and B) manually or thru email at the following address;

  Manually: GSD Office, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

  Email Address: gasd@peza.gov.ph

- Delivery Period: 15 calendar days upon receipt of NOA/ Contract/ PO/ WO or on the scheduled services.
- 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:
  - 8th Floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City