RFQ No.	PPRG-2025-11-027
Date	25 November 2025

REQUEST FOR QUOTATION
Alternative-Small Value Procurement [Sec. 34]

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

Name of Project	**Procurement of One Year Zoom License Subscription**
Description/Specifications	**Attached Annex "B"**
Approved Budget for the Contract (ABC)	**Php 216,713.26**
Deadline of Submission of Bid	**December 1, 2025; 10:00 AM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Promotions and Public Relations Group, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd., Pasay City.**

Bids must be submitted manually together with the followingdocumentary 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)*

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 Promotions and Public Relations Group at 8551-3451 loc. 631 or email Mr. Brett Andrew T. Surell at brett.surell@peza.gov.ph.

ANIDELLE JOY M. ALGUSO
Deputy Director General for Policy and Planning and concurrent
Head, Promotions and Public Relations Group

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ANIDELLE JOY M. ALGUSO
Deputy Director General for Policy and Planning and concurrent
Head, Promotions and Public Relations Group
Philippine Economic Zone Authority (PEZA)
10th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Ave., Pasay City

Dear Ma'am/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) for the following items:

Description	Bid Price (PHP)
Procurement of One Year Zoom License Subscription *(Please refer to Annex B for the complete specification / reference. Bid price must be inclusive of VAT and other charges)*	Php
	(Inclusive of VAT)

BUSINESS NAME : _____
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>Specifications</th><th>Statement of Compliance
(State whether "Comply" or "Not Comply")</th></tr>
<tr><td></td><td>
<table>
<tr><th>Plan</th><th>Inclusions</th><th>Quantity</th></tr>
<tr><td>Pro</td><td>Meetings
Host up to 100 participants
Unlimited meetings for up to 30 hours per meeting
5 GB of cloud recording storage (per license)
Automated Captions

Whiteboard
3 editable boards
Standard Features

Team Chat
Chats and channels for collaboration, file sharing, and more

Mail & Calendar
Mail and Calendar Client Service

Essential Apps
Free premium apps for 1 year (terms apply)
Increase team collaboration and productivity</td><td>3</td></tr>
<tr><td>Additional Features</td><td></td><td></td></tr>
<tr><td>ZOOM Large Meetings - 1,000 participants</td><td>Increase participants capacity for your meetings plan
Include up to 500 or 1,000 interactive participants in a meeting</td><td>1</td></tr>
<tr><td>Cloud Storage - 1TB (for 12 months)</td><td>Store, stream and download your recordings from the Zoom Cloud
MP4 or M4A file formats available
Storage options include up to 5TB/month</td><td>1</td></tr>
<tr><td>Zoom Translated Captions</td><td>Empower global collaboration with the ability to view automated captions translated into a supported language of your choice</td><td>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 (Annexes A and B) Forms manually at the following address:

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

- Delivery Period: 30 November 2025

- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales / 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