PHILIPPINE ECONOMIC ZONE AUTHORITY

BAGUIO CITY ECONOMIC ZONE

Loakan Road, Baguio City, Philippines 2600

REQUEST FOR QUOTATION

(✓- required to be filled up/submitted. Non-compliance will lead to disqualification of bid)

Date: _____

RFQ No: **BCEZProc2026-229**

✓***Company/Business Name:*** _____

✓***Address:*** _____

✓***Tax Identification Number (TIN):*** _____

✓*(For Sole Proprietorship only)* ***Name of Sole Proprietor:*** _____

The **Philippine Economic Zone Authority – Baguio City Economic Zone (PEZA-BCEZ)**, through its Bids and Awards Committee (BAC), intends to procure ***Rerouting of Overhead MOOG Sewer Line and Partial Road Concreting Within PEZA-BCEZ Rebid #2*** through ***Sec. 34 Small Value Procurement*** of the Implementing Rules and Regulations of Republic Act No. 12009, and shall be awarded **as one lot** using the LOWEST CALCULATED AND RESPONSIVE BID (LCRB) criterion.

Interested supplier/service provider shall **submit a copy of the following documents along with the quotation:**

1. ✓***Latest and Valid Mayor's/Business Permit***
2. ✓***PhilGEPS number***
3. ✓***Latest Income Tax Returns (Annual ITR 2025 and 1701Q or 1702Q 1st Quarter 2026) or Latest Business Tax Returns (2550Q or 2551Q 1st and 2nd Quarter 2026), EFPS filed and paid***
4. ✓***Valid PCAB License***
   License Category: *Minimum of Category D*
   Size Range: *Small B (or higher)*
5. ✓***Detailed Unit Price Analysis (DUPA)***
6. ✓***Duly notarized Omnibus Sworn Statement (new NGPA standard form) – to be required during the detailed evaluation***

**Winning bidder shall post a Performance Security in the form of a Surety Bond callable upon demand, issued by a surety or insurance company duly certified by the Insurance Commission and authorized to issue such security, in an amount equivalent to thirty percent (30%) of the awarded contract price. The Performance Security shall be submitted within ten (10) calendar days from receipt of the Notice of Award (NOA) and prior to the issuance of the Work Order.

Please **submit** your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). For online submissions, kindly send them to the official online drop box bcezbacsec@peza.gov.ph.

Deadline of submission of bids is on or before *2:00 PM* of *02 September 2026*.

Project duration for the project will be **45 calendar days** at the **PEZA Admin Building, Baguio City Economic Zone, Loakan Road, Baguio City**.

The Head of the Procuring Entity (HoPE) of the PEZA-BCEZ reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with the conditions specified under Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at **(074) 447-3334** or send email to bcezbacsec@peza.gov.ph.

ATTY. BERNADETTE M. QUITORIANO
Chairperson, Bids and Awards Committee
Philippine Economic Zone Authority – Baguio City Economic Zone
PEZA Administration Building, Loakan Road, Baguio City
Telephone No. (074) 447-3331
Email: bcezbacsec@peza.gov.ph

August 26, 2026

Baguio City Economic Zone, Loakan Road, Baguio City, Benguet Philippines 2600
(074) 447-3331 / 447-3329 bcez@peza.gov.ph www.peza.gov.ph

THE PHILIPPINES MAKE IT HAPPEN IN
Certificate No. PHP QMS 20 9[illegible] 3042
BAGONG PILIPINAS

INSTRUCTIONS

Note: Failure to follow these instructions will result in the disqualification of your quotation

(1) Please accomplish accurately this RFQ. For items that are not applicable kindly indicate "n/a."

(2) Do not alter the contents of this form in any way.

(3) In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(4) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/ non-responsive, resulting to the automatic disqualification of your quotation.

(5) Quotations may be submitted through electronic mail at bcezbacsec@peza.gov.ph

(6) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from deadline of submission. A statement such as "*Price may subject to change without prior notice*" or similar shall render the quotation as non-responsive, and shall be automatically disqualified.

4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/ or levies payable, as well as transportation, insurance, packaging and documentation costs incidental to delivery of Goods and/or Services. Unless otherwise specified in the RFQ, an additional or separate delivery charge in the bid shall be treated as non-responsive and shall be automatically rejected.

5. A bid with more than one (1) price quotation either in whole or per item as the case may be, is not allowed as it defeats the principle of competitiveness among bidders under RA 12009.

6. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.

7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/ Lowest Calculated and Responsive Quotation, the PEZA-BCEZ shall adopt and employ "toss coin" as the tie-breaking method to finally determine the winning supplier/ service provider in accordance with GPPB Circular 06-2005.

8. The item/s shall be delivered according to the accepted offer of the bidder. The delivery terms applicable to the project shall be **delivered to PEZA-BCEZ for goods supplies from the Philippines**, while **Delivered Duty Paid (DDP) to PEZA-BCEZ for goods supplies from abroad**. "*Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at the final destination.*"

9. Item/s delivered shall be inspected on the scheduled date and time of the PEZA-BCEZ. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. Payment shall be made after complete delivery and upon the submission of the required supporting documents, *i.e. Order Slip and/or Billing statement*, by the supplier/service provider, unless otherwise provided in the contract. Cash on Delivery (COD) shall not be allowed, unless stated by the bidder in the RFQ and accepted during bid evaluation.

11. Supplier/Contractor warrants that all goods/services to be provided are of acceptable industry standard. Whenever applicable, the obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall be automatically released by the Procuring Entity after the lapse of the warranty period or in the case of Expendable Supplies, after consumption thereof; Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

    In the absence of a specified retention money or special bank guarantee percentage within the technical requirements, a default warranty rate of one percent (1%) of the total contract price shall be applied.

    Whenever applicable, the warranty security shall be required from the contract awardee for a minimum period of three (3) months in the case of Expendable supplies, or a minimum period of one (1) year, in the case of non-expendable supplies, after acceptance by the Procuring Entity of the delivered supplies.

12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PEZA-BCEZ may terminate the contract once the cumulative amount of liquidated damages reached ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. The Procuring entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its Implementing Rules and Regulations.

14. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement project shall be deemed to form part of the contract.

Please quote your **best offer** for the item/s below. Indicate "0" or "-" of item being offered is for free. For items which are not applicable, indicate "n/a".

After having carefully read and accepted the instructions and Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Rerouting of Overhead MOOG Sewer Line and Partial Road Concreting Within PEZA-BCEZ Rebid #2

Lot No.	Approved Budget for the Contract (ABC)	Minimum Technical Specifications	Qty (A)	Unit of measure	Statement of Compliance ("Comply"/ "C" or "Not Comply"/ "NC")	Unit Price Inclusive of all applicable taxes, duties, levies, and other costs incidental to delivery (B)	Sub Total each of the Items (A x B)
Note: Non-compliance with the minimum required specifications shall be rejected							
PART A		**SITE PREPARATION**					
A.1	₱17,318.40	Clearing and Grubbing including Hauling/Disposal	220	sq.m.			
A.2	₱3,849.73	Removal of Existing PCCP	3.60	sq.m.			

		including Hauling/Disposal					
A.3	₱12,359.10	Removal of Existing Columns and Foundations Including Hauling/Disposal	6	pcs			
PART B		**EARTHWORKS**					
B.1	₱14,446.99	Structural Excavation (Common Soil) including Hauling/Disposal	23.58	cu.m.			
B.2	₱5,112.36	Gravel Bedding	2.07	cu.m.			
B.3	₱7,479.68	Embankment from Structural Excavation	14.09	cu.m.			
PART C		**CIVIL WORKS**					
C.1	₱156,540.22	Structural Concrete Class A (3,500 psi @ 28 days) (One-Bagger Pouring)	21.14	cu.m.			
C.2	₱244,951.26	Reinforcing Steel Bars (Grade 60)	2,795.29	kgs			
C.3	₱79,891.96	Reinforcing Steel Bars (Grade 40)	953.82	kgs			
C.4	₱70,442.29	Formworks and Falseworks	141.30	sq.m.			
C.5	₱2,927.81	Subgrade Preparation	165.60	sq.m.			
C.6	₱73,903.97	Aggregate Subbase Course	33.12	cu.m.			
C.7	₱398,171.95	PCC Pavement (Unreinforced) 0.23m thk., 3,500 psi @ 7 days (Premix Concrete/Ready Mix)	165.60	sq.m.			
PART D		**SANITARY AND PLUMBING WORKS AND FIXTURES**					
D.1	₱192,519.00	8" Sanitary PVC (S1000)	90	ln.m.			
D.2	₱75,406.50	3" G.I. Pipe (Schedule 40) including Clamps and Fittings	45	ln.m.			
PART E		**OTHER GENERAL REQUIREMENTS**					
E.1	₱10,842.62	Mobilization/Demobilization	1	lot			
E.2	₱90,109.59	Security, Safety, and Health Provision	1	lot			

Clearing/Cleaning of Worksite

-The Contractor/Supplier shall carefully study and compare the documents with each other and with information furnished by PEZA and shall at once report to the Project-In-Charge errors, inconsistencies or omissions discovered. If the Contractor performs any construction activity knowing or should have known it involves an error, inconsistency or omission in the documents without such notice to the Project-In-Charge, the Contractor shall assume full responsibility for such performance and shall bear the full costs for correction.

-The Contractor shall perform the project in accordance with the documents and submittals approved.
-Refer to attached plan

Inclusive of all fees, taxes, and charges			
	Total Approved Budget for the Contract	**₱1,456,273.43**	**Total Offer**

Note: in case of discrepancies, the following Rules shall apply:

i) Total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail;
ii) Stated total price and the actual sum of prices of component items, the latter shall prevail;
iii) As applicable, unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail; and
iv) As applicable, amount in price schedule and in the bid form, the latter shall prevail.

Unless otherwise provided in the Purchase Order/Contract, PEZA-BCEZ shall pay the supplier/ service provider the actual amount net of applicable taxes withheld in a send bill arrangement.

In case that Supplier/Contractor requests check payment to be deposited to the account of Supplier/Contractor, the Supplier/Contractor shall shoulder the corresponding bank transfer fee and other fees that may be imposed on the said transaction.

✔Signature over Printed Name

✔Position/Designation

Office Telephone/Fax/Mobile Nos.

✔Email Address/es