RFQ No.	SPMD-2024-0013
Date	02/19/2024

REQUEST FOR QUOTATION
Alternative-Shopping (Sec. 52.1(b)

The Philippine Economic Zone Authority (PEZA) intends to undertake **Mode of Procurement: Shopping** in accordance with Sec. 52.1(b) of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Quantity	Procurement for the Supply and Delivery of Various Office Supplies	Approved Budget for the Contract (ABC)
200 books	Official Record Book 300 pages, sizes: 216mm x 279mm, Leaves: Eye care white shade, Basic white: 52.3 gsm, Line Space: 6mm x 36lines	37,666.00
150 cans	Disinfectant spray aerosol type, 340g, killsover 100 illnesscausing germs, kills 99.9% of fungi, viruses and bacteria including viruses which cause cold and flu, Kills & control the growth of molds & mildew for up to a week, Eliminates odor at the source.	76,875.00
100 packs	Carbon Fil Paper, A4 Blue	75,400.00
100 packs	Carbon Film Paper, legal Blue	85,067.00
100 pcs	Clearbook A4 20leaves	3,900.00
100 pcs	Clearbook Long 20leaves	4,467.00
2,000 pcs	Expanding Envelope Legal Kraft, with elastic band	30,340.00
2,000 pcs	Folder A4, 14pts	12,340.00
2,000 pcs	Folder, Legal Size	12,500.00
200 sets	Market Fluorescent 3pcs per set (yellow, green & Orange)	10,234.00
2,000 pcs	Folder, Pressboard Legal Size, US	53,000.00
200 pads	Notepad 2 x 3	10,016.00
500 pads	Notepad 3 x 3	26,335.00
500 pads	Notepad 3 x 4	35,335.00
2,500 pcs	Ballpoint Pen, Black	13,325.00
2,000 pcs	Ballpoint Pen, Blue	10,660.00
50 pcs	Sign Pen Hi-Techpoint .05 Green	3,466.50
500 pcs	Sign Pen Hi-Techpoint .05 Black	34,665.00
500 pcs	Sign Pen Hi-Techpoint .05 Blue	34,665.00
500 pcs	Sign Pen Hi-Techpoint 1.0 Black	37.500.00
500 pcs	Sign Pen Hi-Techpoint 1.0 Blue	37,500.00
Deadline of Submission of Bid	**February 26, 2024 5:00 p.m.**	**Php 645,256.50**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Supply and Property Management Division (SPMD), 9th Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or thru email 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 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 **SPMD at telephone nos. (02) 8551-3445 or email spmd@peza.gov.ph**.

LUIS T. QUIAL
Officer-In-Charge, SPMD

RFQ No.	SPMD-2024-013

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

LUIS T. QUIAL
OIC-SPMD
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

Dear Sir:

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	Official Record Book 300 pages, sizes: 216mm x 279mm, Leaves: Eye care white shade, Basic white: 52.3 gsm, Line Space: 6mm x 36lines	200 books		
2	Disinfectant spray aerosol type, 340g, killsover 100 illnesscausing germs, kills 99.9% of fungi, viruses and bacteria including viruses which cause cold and flu, Kills & control the growth of molds & mildew for up to a week, Eliminates odor at the source.	150 cans		
3	Carbon Fil Paper, A4 Blue	100 packs		
4	Carbon Film Paper, legal Blue	100 packs		
5	Clearbook A4 20leaves	100 pcs		
6	Clearbook Long 20leaves	100 pcs		
7	Expanding Envelope Legal Kraft, with elastic band	2,000 pcs		
8	Folder A4, 14pts	2,000 pcs		
9	Folder, Legal Size	2,000 pcs		
10	Market Fluorescent 3pcs per set (yellow, green & Orange)	200 sets		
11	Folder, Pressboard Legal Size, US	2,000 pcs		
12	Notepad 2 x 3	200 pads		
13	Notepad 3 x 3	500 pads		
14	Notepad 3 x 4	500 pads		
15	Ballpoint Pen, Black	2,500 pcs		
16	Ballpoint Pen, Blue	2,000 pcs		
17	Sign Pen Hi-Techpoint .05 Green	50 pcs		
18	Sign Pen Hi-Techpoint .05 Black	500 pcs		
19	Sign Pen Hi-Techpoint .05 Blue	500 pcs		
20	Sign Pen Hi-Techpoint 1.0 Black	500 pcs		
21	Sign Pen Hi-Techpoint 1.0 Blue	500 pcs		

NAME OF STORE :_____

ADDRESS :_____

PHILGEPS REG. NO. :_____

TIN :_____

AUTHORIZED SIGNATORY:_____
(Signature over Printed Name)

DATE :_____

CONTACT NOS. :_____

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	200 books	Official Record Book 300 pages, sizes: 216mm x 279mm, Leaves: Eye care white shade, Basic white: 52.3 gsm, Line Space: 6mm x 36lines	
2	150 cans	Disinfectant spray aerosol type, 340g, killsover 100 illnesscausing germs, kills 99.9% of fungi, viruses and bacteria including viruses which cause cold and flu, Kills & control the growth of molds & mildew for up to a week, Eliminates odor at the source.	
3	100 packs	Carbon Fil Paper, A4 Blue	
4	100 packs	Carbon Film Paper, legal Blue	
5	100 pcs	Clearbook A4 20leaves	
6	100 pcs	Clearbook Long 20leaves	
7	2,000 pcs	Expanding Envelope Legal Kraft, with elastic band	
8	2,000 pcs	Folder A4, 14pts	
9	2,000 pcs	Folder, Legal Size	
10	200 sets	Market Fluorescent 3pcs per set (yellow, green & Orange)	
11	2,000 pcs	Folder, Pressboard Legal Size, US	
12	200 pads	Notepad 2 x 3	
13	500 pads	Notepad 3 x 3	
14	500 pads	Notepad 3 x 4	
15	2,500 pcs	Ballpoint Pen, Black	
16	2,000 pcs	Ballpoint Pen, Blue	
17	50 pcs	Sign Pen Hi-Techpoint .05 Green	
18	500 pcs	Sign Pen Hi-Techpoint .05 Black	
19	500 pcs	Sign Pen Hi-Techpoint .05 Blue	
20	500 pcs	Sign Pen Hi-Techpoint 1.0 Black	
21	500 pcs	Sign Pen Hi-Techpoint 1.0 Blue	

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 or thru email at the following address;

- **Manually** : SPMD, 9th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

  Email: spmd@peza.gov.ph

- Delivery Period: 15 calendar days upon receipt of NOA/ Contract/ PO/ WO /
- 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:
  9th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.

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