Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	MISD-2026-03-003
Date	02 March 2026

REQUEST FOR QUOTATION
Small Value Procurement

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

Name of Procurement Project	Renewal of TeamViewer Software License
Description/Specifications	(Please refer to the attached Annex B)
Approved Budget for the Contract (ABC)	Php732,700.00
Deadline of Submission of Bid:	March 09, 2026 5:00PM

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Management Information Systems Department (MISD), 10th 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
  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 for ABC above 500K
  Note:
  - **Latest Income Tax Return filed via eFPS with proof of payment and filing, 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 payment and filing** (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 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 MIS Department, **(02) 8551-9591 / (02) 8551-3451 loc 222 or email us at mis@peza.gov.ph.**

ROBERT R. MARTINEZ
Acting Department Manager, MISD

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ROBERT R. MARTINEZ
Acting Department Manager, MISD
10th Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City

Dear 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:

No.	Description	Total Bid Price
1 Lot	TeamViewer Corporate License *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

COMPANY/CLINIC NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS : _____

For proper withholding tax and VAT treatment, may we confirm if your company is VAT-registered or non-VAT? _____

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.

Annex "B"

TECHNICAL SPECIFICATION/ TERMS OF REFERENCE

RENEWAL OF TEAMVIEWER SOFTWARE LICENSE

QTY	TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
1	Specification **ITEM 1: Teamviewer Corporate License** **Technical Specifications**: 20 Channels Up to 200 IDs (on unlimited devices) 12 months priority support **Validity Period**: 11 June 2026 to 10 June 2027	

**Include copy of proposal/photo of the product if applicable*

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

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/Org. No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - VAT/Non-VAT confirmation - Copy of Proposal/Brochures, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: *Philippine Economic Zone Authority, 10th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City*
III.	**DELIVERY PERIOD**	Delivery Period: within 30 calendar days upon receipt of NTP/ Contract/ PO/ WO (Please refer to Annex B for the details)
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement and complete attachments/supporting documents
V.	**DELIVERY /LOCATION**	Winning Bidder must deliver the items/services to the following address together with the list of product/services: *10th floor, PEZA, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City or at the relected delivery area specified under Annex B* **For Goods and Services (i.e. Equipment, Devices, and etc.) please provide list of product services to be delivered (please refer to format provided attached as Annex D via hard copy and excel file to be submitted at the email reflected in this RFQ.*