RFQ No.	GAD 2025-07
Date	18 November 2025

REQUEST FOR QUOTATION
Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value Procurement** in accordance with Sec. 34 of the New Government Procurement Act.

Name of Project:	Procurement of Printed Tshirts for the PEZA 18-Day Campaign to End Violence Against Women Culminating Activity 2025
Description/Specifications:	Printed Orange Cotton T-shirts – 700 pcs in total Delivery dates: 3 December 2025
Approved Budget for the Contract (ABC):	PhP 224,700.00
Deadline of Submission of Bids	24 November 2024, 12:00 NOON

Interested bidders may submit their duly accomplished and filled-up Annexes "A" & "B" on or before the deadline of submission of bids to **Environmental Safety Group (ESG), 8th Floor Double Dragon Center, West Building, Macapagal Blvd., 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 (for SVP 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 **Gender and Development Focal Point System (GFPS) at telephone nos. (02) 8551 3451 local/s 221/228 or email gad@peza.gov.ph**

ANIDELLE JOY M. ALGUSO
GAD Vice-Chair

RFQ No.	GAD 2025-07
Date	18 November 2025

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ANIDELLE JOY M. ALGUSO
Deputy Director General/Vice-Chair
Policy and Planning/Gender and Development Focal Point System
Philippine Economic Zone Authority
8th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal AvenuePasay City.

Dear Sir/Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followedInstructions to Bidders, here under is our quotation/s (inclusive of VAT) for the following items:

Item No.	Description	*(A) Quantity*	*(B)* Unit Price	*(A x B)* Total Bid Price (PhP)
1	Procurement of Printed Tshirts for the PEZA 18-Day Campaign to End Violence Against Women Culminating Activity 2025 Printed Orange Cotton T-shirts – 700 pcs in total Delivery dates: 3 December 2025	700 pcs		

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.

RFQ No.	GAD 2025-07
Date	18 November 2025

Annex "B"

Technical Specifications

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
700 pcs	**Title of Activity:** Procurement of Printed Tshirts for the PEZA 18-Day Campaign to End Violence Against Women Culminating Activity 2025 I. **Dates:** 3 December 2025 II. **Venue:** 8th floor ESG , Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City. III. **T Shirt – 700 pcs** **Fabric: Cotton** **Color: Orange or White** **Print: 2-color print on both sides** **Sizes: XS to 2XL** IV. **Payment Terms:** Payment will be made only after full delivery of the goods/service and submission of required documents.	

Authorized Signatory: _____

(Signature over Printed Name)

Date : _____

RFQ No.	GAD 2025-07
Date	18 November 2025

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** : Gender and Development Focal Point System (GFPS), 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.
  - **Email:** gad@peza.gov.ph

- Delivery **Date/Period**: 3 December 2025 or on agreed date and time

- Provider must be within 10-kilometer radius from the venue.

- **Terms of Payment**: Through Cheque / 30 working days upon receipt of Original Sales Invoice / Billing Statement.

- Winning Bidder must deliver the items/services to the following address:
  8th floor PEZA Auditorium, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.

- In case the deadline for the submission of bids/quotations is declared as a non-working holiday, it shall automatically be moved to the next working day.