RFQ No.	PSD 08-2025-02
Date	14 August 2025

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Supply and delivery of PEZA Trifit t-shirts with sublimated print for the CSC 2025 FUN RUN
Description/Specifications	228 pcs of Trifit t-shirts Print Type: Sublimation Material: Trifit Color: White Design: Please see attached Delivery date: 3 September 2025 See Annex "B" for technical specifications
Approved Budget for the Contract (ABC)	PhP 70,908
Deadline of Submission of Bids	August 20,2025, 12:00 pm

Interested bidders may submit their duly accomplished and filled-up Annexes "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Department (HRDD), 9th 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 **HRD Department at telephone nos. (02) 8551 3451 local/s 272 or email jellius.deguzman@peza.gov.ph.**

Atty Romeo P. Villartalll
Division Chief III, PSD

RFQ No.	PSD 08-2025-02

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

Atty Romeo P. Villarta III
Division Chief III
Personnel Services Division
Philippine Economic Zone Authority
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue,Pasay City.

Dear Sir/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:

Item No.	Description	*(A) Quantity*	*(B)* Unit Price	*(A x B)* Total Bid Price (PhP)
1	Trifit t-shirts Design: See attached Color: White Print Type: Sublimation Material: Trifit	228 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.

Annex "B"

Technical Specifications

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
228 pcs	**Trifit tshirt for the CSC FUN RUN 2025** Print Type: Sublimation Material: Trifit Color: white Design: See ATTACHED design Note: Bidder is required to submit a Medium size sample product with the prescribe design and specification	

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** : HRD Department, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City.
  - **Email:** jellius.deguzman@peza.gov.ph
- **Delivery Period**: Delivery Period: **3 September 2025**
- 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:
  HRDD 9th Floor, Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City.