Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

BAGUIO CITY ECONOMIC ZONE

Loakan Road, Baguio City, Philippines 2600

REQUEST FOR QUOTATION

Date: _____

RFQ No.: BCEZProc2026-65

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

Taxpayer Identification Number (TIN): _____

PhilGEPS Registration Number: _____

(Note: Red or Platinum Membership Registration is acceptable. A valid certificate of PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number)

The Philippine Economic Zone Authority – Baguio City Economic Zone **(PEZA-BCEZ)**, through its Bids and Awards Committee **(BAC)**, intends to procure ***Supply and Delivery of GYM COVER WITH STORAGE RACK for PEZA BCEZ Rebid #1*** through Section 34 – Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before ***1:00 PM*** of ***March 3, 2026***, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

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 3683
Email: bcezbacsec@peza.gov.ph

Interested supplier/service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

1. ***Latest and Valid Mayor's/Business Permit***
   **for those with permits for renewal, kindly attach with your bid the following:*
   a. expired Mayor's/Business permit and
   b. official receipt for renewal or renewal schedule set by the LGU
2. ***PhilGEPS Number***
3. ***Omnibus Sworn Statement (NGPA format)***
4. ***Latest Income Tax Returns (2nd and 3rd Quarter 2025, EFPS filed and paid)***
5. ***Business Tax Returns (3rd and 4th Quarter 2025, EFPS filed and paid)***

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 contract the BAC Secretariat at 074 447 3683 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

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. Award of contract shall be made to the **Lowest Calculated Responsive Bid as one lot**.

9. 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.*"

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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:

Supply and Delivery of GYM COVER WITH STORAGE RACK for PEZA BCEZ Rebid #1								
Item No.	**Approved Budget for the Contract (ABC)**	**Minimum Technical Specifications**	**Qty (A)**	**Unit of measure**	**Offered Technical Specifications/ Service**	**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								
1	1,400,000.00	**GYM COVER** *Size:* 3m x 30m *Material:* PVC Fabric *Fireproof:* Fire protection level B2 Scratch Resistant *Dirt Resistant* *Waterproof* *Corrosion resistant* *Easy to clean and maintain*	sq.m	540				
		STORAGE RACK *frame material:* Steel *Equipped with 4 swivel wheels and safety brakes* *Equipped with 6 rollers made of galvanized steel*	1	set				
Inclusive of all applicable fees and charges								
Delivery of item/s should be within 60 calendar days after receipt of Purchase Order								

	Total Approved Budget for the Contract	**Php 1,400,000.00**	**Total Offer in Figures:**

Total Offered Quotation in words:

_____

_____

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

i) Bid prices in figures and in words, the latter shall prevail;

ii) Total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail;

iii) Stated total price and the actual sum of prices of component items, the latter shall prevail;

iv) As applicable, unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail; and

v) 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.

In case that the Bank Account is not in the name of the Corporation/Business Entity, kindly supply the following information:

Payment Details:

Banking Institution: _____

Account Number : _____

Account Name (Should be the exact account name as registered in the bank):

_____

Bank Branch: _____

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email Address/es