



Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	BAC 2023-13
Date	15 December 2023

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Alternative / 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 Procurement Project	Procurement for Supply and delivery of in kind goods (Yuletide Gift Bag) for PEZA Employees
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	PHP 990,263.85
Deadline of Submission of Bid:	December 20, 2023 9:00AM

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Bids and Award Committee, 8th 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
Note:
 - **Latest Income Tax Return filed via eFPS** (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) or
 - **Latest Business Tax Return filed via eFPS** (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 Bids and Awards Committee, at 8551-3451 loc. 272 or send us an email at bacsec@peza.gov.ph

ANIDELLE JOY M. ALGUSO
BAC Chairperson

Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

MS. ANIDELLE JOY M. ALGUSO
 BAC Chairperson
 9th Floor Double Dragon Center, West
 Building, Macapagal Blvd. Pasay City

Thru: BAC Secretariat

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	Supply and delivery of in kind goods (Yuletide Gift Bag) for PEZA Employees (285 employees) Please refer to Annex B for the complete specifications/ reference <i>(Bid Price must be inclusive of VAT and other charges)</i>	PhP 990,263.85
Total		990,263.85

BUSINESS NAME : _____
ADDRESS : _____

PHILGEPS REG. NO. : _____
BIR TIN No. : _____
AUTHORIZED SIGNATORY: _____
Signature Over Printed Name

DATE : _____
CONTACT NO. : _____
EMAIL ADDRESS: : _____

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| INSTRUCTIONS: |
| <ol style="list-style-type: none"> (1) Accomplish this RFQ 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 for the Procurement for Supply and
delivery of in kind goods (Yuletide Gift Bag) for PEZA Employees**

Technical Specifications		Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")	
I. No of Yuletide Gift Bag	285		
II. List of grocery items per "Yuletide Gift Bag"	Unit	Qty	
a. Spaghetti with sauce delmonte filipino style	pack	1	
b. Corned beef purefoods (150G)	cans	3	
c. Elbow macaroni Fiesta (1kg)	pack	1	
d. Ham cdo ham holiday pre-sliced 1kg	pc	1	
e. Mayonnaise (Ladies Choice) 470 ml	pc	1	
f. Vienna sausage libbys	cans	3	
g. Cheese Eden (430 g)	pc	1	
h. Spam	cans	2	
i. Coffee (Nescafe gold)	pc	1	
j. Fruit cocktail Delmonte Fiesta (836g)	cans	2	
k. Nata De Coco CDO	pcs	2	
l. Luncheon meat	cans	2	
m. All purpose cream	pcs	2	
n. Condensed milk Alaska 377g	cans	2	
o. Creamer (400g)	pcs	1	
p. Wine (Novellino Sparkling Red)	pcs	1	
q. Ecobag (must be able to store all the grocery items listed above)	pc	1	
III. Delivery of items shall be coordinated to the End-User			

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 Forms (Annexes A and B) manually or at the following address;
Manually : BAC Secretariat, 8th floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: **December 22, 2022, or on the rescheduled date** upon receipt of NTP/ Contract/ PO

- 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, PEZA Head Office, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay or as stated in the Annex B of this RFQ.