Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
Mactan Economic Zone

REQUEST FOR QUOTATION

DATE : May 29, 2025
RFQ No. : 2025-05-021

Company/Business Name[1] : _____
Address : _____
BIR TIN No. : _____
PhilGEPS Registration Number (required) : _____

The **Philippine Economic Zone Authority**, through its Bids and Awards Committee (BAC), intends to procure the **Supply and Delivery of Office Supplies for 2025 1Q** through **Section 52 b (Shopping)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the **Terms and Conditions** provided on the next page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than **June 6, 2025** addressed to:

MR. ARNEL M. SUYU
Chairperson, Bids and Awards Committee
PEZA Admin Bldg., AAI Compound, Gate 3, MEZ, Brgy. Ibo, Lapu-Lapu City

Alternatively, quotations may also be sent through facsimile or email at the address and contact numbers of the BAC Secretariat indicated below.

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement" of Annex "H" of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, the following documents are required to be submitted along with your quotation on the above set deadline.

Document	Remarks
Copy of valid Mayor's or Business Permit	In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment.
PhilGEPS Registration Number	Red or Platinum Membership Registration; Valid certificate of PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number

For any clarification, you may contact the BAC Secretariat at (032) 340-0590 or send email to mezbacsec@peza.gov.ph.

ARNEL M. SUYU
BAC Chairperson

[1] In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Accomplish this RFQ correctly and accurately.

(2) Do not alter the contents of this form in any way.

(3) **All technical specifications must be complied with.** Failure to comply with any of the mandatory requirements will disqualify your quotation.

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. Please quote your **best offer** for all the items and do not leave any blank. Indicate "0" if the item being offered is for free.

4. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.

5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

6. Quotations exceeding the Approved Budget for the Contract shall be rejected.

7. The award of contract shall be made to the lowest quotation and responsive with the technical specifications, requirements and other terms and conditions stated herein

8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, PEZA shall adopt and employ "toss coin" or "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

9. The item/s shall be delivered according to the accepted offer of the bidder.

10. Item/s delivered shall be inspected on the scheduled date and time of PEZA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

11. **Payment shall be processed after delivery, receipt of original invoice and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the payment shall be through cheque with a lead time of 30 calendar days.**

12. 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 may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

14. The RFQ, Purchase Order (PO)/Work Order (WO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

TECHNICAL SPECIFICATIONS

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s (VAT Inclusive) for the item/s as follows:

Supply and Delivery of Office Supplies for 2025 1Q							
To be filled-up by the End-user			TO BE ACCOMPLISHED BY SUPPLIER/BIDDER				
Item No.	**Quantity and UOM**	**TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK**	**Statement of Compliance** (Put a Check mark)		**Remarks** [e.g. Brand/Model & etc. Offered]	**Unit Cost**	**Total Cost**
			Yes	**No**			
1	162 pc	Ball point, Fine BP-S, Black					
2	119 pc	Ball point, Fine BP-S, Blue					
3	265 pc	Sign Pen, Gel Ink, BL-G2 5-B black, 0.5					
4	232 pc	Sign Pen, Gel Ink, BL-G2 5-B blue, 0.5					
5	22 pc	Sign pen, retractable / click, 1.0 blue (for heads of units)					
6	124 pc	Pencil Lead size: No. 2					
7	1 pc	Mechanical Pencil 0.5 retractable, rubber grip					
8	49 pc	Permanent Marker Fine - black					
9	49 pc	Permanent Marker Fine - blue					
10	35 pc	Permanent Marker Fine - red					
11	16 pc	Marker, Permanent, Broad black					
12	10 pc	Marker, Permanent, Broad blue					
13	5 pc	Marker, Permanent, Broad red					
14	13 pc	Marker, White board black					
15	36 pc	Marker, White board blue					
16	33 pc	Marker, White board red					
17	3 pc	Pencil sharpener, manual, single cutter					
18	1 pc	Lead Refill Mechanical Pencil					
19	59 pc	Correction Tape WH-605					
20	127 pc	Correction Tape Refill WH-605R-10P Size: width 5mm length: 6mm					
21	255 ream	Bond/copy paper long A4" size					
22	24 ream	Bond/copy paper short 80gsm					
23	5 pack	Sticker Paper by 10s / pack					
24	155 pack	Parchment paper A4/10s per pack					
TECHNICAL DOCUMENTARY REQUIREMENTS: [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.]							
DELIVERY REQUIREMENT: (Shall be coordinated to the end-user)							
Thirty (30) working days after receipt of the PO							

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			Yes	**No**			
25	21 box	Clip, double 3/4" 19,, 12pcs/box					
26	15 box	Clip, double 1 1/4", 32mm 12pcs/box					
27	28 box	Clip, Double 2", 50mm					
28	8 pc	Clipboard (long) with cover & metal clip					
29	13 box	Paper clip, Vinyl coated, 50mm					
30	12 box	Paper clip, Vinyl coated, 33mm					
31	9 box	Fastener Plastic, Standard size, 8cm 50pcs/box					
32	43 pc	Tape Transparent, adhesive 1"					
33	38 pc	Tape Transparent, adhesive 2"					
34	20 pc	Tape Masking 1"					
35	44 pc	Tape Masking 2"					
36	62 pc	Tape, Packaging Size: 2" (48mmx50m)					
37	16 pc	Tape, Double sided Adhesive 1"					
38	13 pc	Tape, Double sided Adhesive 2"					
39	5 pc	Tape Dispenser big					
40	35 pc	Push-up Glue Stick					
41	3 pc	Record Book 218mmx280mm, 500pp					
42	28 pc	Record Book 218mmx280mm, 300pp					
43	14 pc	Log Book, 500 pages, 214mmx278mm					
44	20 pc	Log Book, 300 pages, 214mmx278mm					
45	2 pc	Puncher 2-holes Heavy Duty					
46	13 pc	Ruler, plastic, 450mm					
47	24 pc	Stapler with remover HD-5OR #35					
48	14 box	Staple Wire No. 35					
49	15 box	Staple Wire Heavy Duty No. 23/13					
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			Yes	**No**			
50	43 pc	Stamp pad metal case					
51	15 bot	Ink for stamp pad, Purple 50ml					
52	13 bot	Ink for self-inking stamp black (25ml)					
53	16 pc	Dater / Date Stamp standard					
54	16 pc	Numberer Manual, 10 digits					
55	6 pc	Numberer Manual, 12 digits					
56	12 pc	Heavy Duty Cutter, big					
57	12 pc	Scissors 200mm stainless steel					
58	18 pc	Heavy Duty Scissors Size: 6"					
59	211 pc	Envelope, Expanding Size: Legal					
60	26 pc	Envelope A4 by 100's Brown					
61	446 pc	Envelope, Mailing Document Mailing WITHOUT logo					
62	7 box	Fastener, Type: Metal Size: 7cm					
63	5 box	Fastener Metal, Non-sharp Edges 8" by 50 pcs/set					
64	217 pc	Folder Color: Cream Size: Legal					
65	36 pc	Folder, w/ tab/ Legal Size					
66	128 pc	Folder, Press Board/Expanding Color: Green					
67	50 pc	Folder A4 White/Brown					
68	45 pad	Sticky Note Pads 1/2" arrow / tabs					
69	40 pad	Sticky Note Pads 3x3 (Note Pad)					
70	54 pad	Sticky Note Pads (Notepad 1 1/2 x 2)					
71	26 pad	Sticky Note Pads 3x4					
72	8 box	Finger Cots					
73	6 box	Push Pins 100s					
74	3 box	Clip, Double small 1", 25mm 12pcs/box					
TECHNICAL DOCUMENTARY REQUIREMENTS: [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.]							
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			Yes	**No**			
75	2 pc	Adding machine tape 57mm for electric calculator					
76	2 pc	Electric calculator ribbon (black)					
77	2 pc	Whiteboard eraser					
78	10 pc	Glue, Multi-purpose, 130g					
79	2 box	Clip, double small "1, 25mm 12pcs/box					
80	12 pc	Ball point, Fine BP-S, Green					
81	2 pc	Calculator, Two way 12 digits					
82	3 pack	Cutter blade refill size 150					
83	2 pc	Numberer, manual 8 digits					
84	3 pc	Staple wire remover (plier type)					
85	8 pc	USB Flash Drive USB 3.0 64GB					
86	12 pc	Sign Pen, Gel Ink, BL-G2 5-B Black, 0.5, Refill					
87	4 pc	calculator, 12 digits, two way power					
88	2 pc	Tape, Duct 2"					
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Thirty (30) working days after receipt of the PO							

FINANCIAL OFFER

Approved Budget for the Contract	Php224,916.22
TOTAL OFFERED QUOTATION In accordance to Section 12.3 of IRR of RA 9184, in cases of discrepancies, the bid price stated in words shall prevail over the bid price in figures	**In words:** _____ _____ _____ _____ **In figures:** _____

Payment Details:	Payment shall be made promptly, but in no case later than thirty (30) days, through cheque after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Business Name : _____

Address : _____

Authorized Representative : _____
Signature Over Printed Name

Date : _____

Office Contact No/s : _____

Email Address : _____