Republic of the Philippines
***PHILIPPINE ECONOMIC ZONE AUTHORITY***
Mactan Economic Zone

# REQUEST FOR QUOTATION

DATE : Oct. 16, 2025
RFQ No. : 2025-10-030

Company/Business Name[1] : _____
Address : _____
TIN : _____
PhilGEPS Registration Number (required) : _____

The **Philippine Economic Zone Authority**, through its Bids and Awards Committee (BAC), intends to procure the **Supply and Delivery of Tents and Tent Canvass**

through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** 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 **October 24, 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 |
| **Notarized Omnibus Sworn Statement** (GPPB-prescribed form) | i. For ABCs above 50K under Small Value Procurement Only<br>ii. In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement (OSS) shall be submitted after award of contract but before payment.<br>**Note:** The Omnibus Sworn Statement shall be accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable. |
| **Income/ Business Tax Return** | i. For ABCs above Php 500k Only<br>ii. Manually filed tax returns or filed through the EFPS |
| **PCAB License** | A valid PCAB license is required for **Infrastructure Projects**, regardless of the Approved Budget for the Contract |

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.

## 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 Tents and Tent Canvass | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 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 | lot | Supply and Delivery of Tents and Tent Canvass | | | | | | |
| | * | Full Tent (Pole, Rope, fabric/canvass 620 GSM; 5x6 meters)- 1pc | | | | | | |
| | * | Tent (trapal/canvass replacement with rubberized Lona Trapal Topflex) 620 GSM; 5x6 meters -3pcs | | | | | | |
| | | | | | | | | |
| | | **Specifications:** | | | | | | |
| | | Fabric: Rubberized Lona Trapal | | | | | | |
| | | 620 GSM | | | | | | |
| | | Trapal Tent will have straps and eyelets | | | | | | |
| | | Free rope will be given for tent frame | | | | | | |
| | | Tent frame will be painted to prevent rusting | | | | | | |
| | | ***NOTHING FOLLOWS*** | | | | | | |
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| **TECHNICAL DOCUMENTARY REQUIREMENTS:** [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.] | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| **DELIVERY REQUIREMENT:** (Shall be coordinated to the end-user) | | | | | | | | |
| | | **30 days** from receipt of conformed PO | | | | | | |

## FINANCIAL OFFER

| Approved Budget for the Contract | One Hundred Twenty Thousand Pesos (Php 120,000.00) |
|---|---|
| **TOTAL OFFERED QUOTATION**<br>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.<br>Inclusive of VAT | **In words:** _____<br>**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** : _____