Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
Mactan Economic Zone

REQUEST FOR QUOTATION

DATE : Oct. 16, 2025
RFQ No. : 2025-10-032

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 Inks and Toner Cartridge for 2025 3rd Quarter** (BROTHER) 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 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. **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 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.

Republic of the Philippines
Philippine Economic Zone Authority

GSD.2.F.025
Rev. 00, 21 March 2022

PURCHASE REQUEST

Division: ASD		PR No.:		Date: 02 October 2025	
Department: SUSED					
Stock No.	**Unit**	**Item Description**	**Qty**	**Unit Cost**	**Total Cost**
1	Lot	**Supply and Delivery of Inks ans Toner Cartridge for 2025 3rd Quarter (BROTHER)**	1	109,308.00	109,308.00
		Brother printer MFC L3770 CDW Color Laser Printer; Black Toner #TN-263 BK - 1pc @4,827.00			
		Brother printer MFC L3770 CDW Color Laser Printer; Cyan Toner #TN-263 C - 1pc @4,827.00			
		Brother printer MFC L3770 CDW Color Laser Printer; Magenta Toner #TN-263 M - 1pc @4,827.00			
		Brother printer MFC L3770 CDW Color Laser Printer; Yellow Toner #TN-263 Y - 1pc @4,827.00			
		Toner TN-263 Black (Brother MFC-L3770CDW) - 20pcs @4,500.00			
		nothing follows*			
					109,308.00

FINANCIAL SERVICES DIVISION - MEZ
FUNDS AVAILABLE
By: [signature] 10/14
Date: Time: 4:40
5020-10-02

Purpose: For MEZ and SEZs use for 2025 2nd Quarter

	REQUESTED BY:	APPROVED BY:
Signature	[signature] by MEZ SD 2025-031	[signature]
Printed Name	MIRZI CARYL P. LAMOSAO	EMMANUEL D. CORTERO
Designation	Division Chief II	Economic Zone Administrator
Date	10/7/25	10/15/25

CHARISSE T. TALISIC

RECEIVED
Allena
OCT 08 2025
Time: 9:18

FINANCIAL OFFER

Approved Budget for the Contract	**One Hundred Nine Thousand Three Hundred Eight Pesos (Php 109,308.00)**
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. Inclusive of VAT	**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 : _____