Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
Mactan Economic Zone

REQUEST FOR QUOTATION

DATE : Nov. 13, 2025
RFQ No. : 2025-11-028

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 Courier Service for Cluster 2**

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 **November 21, 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.

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:

Courier Services for PEZA MEZ and VisMin SEZs								
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	1 lot	**Terms and Conditions:**					
		Payment based on ACTUAL billing sent monthly. **Billing date: The original Statement of Account (SOA) must be submitted within 10 days of the succeeding month.** **Cut-off date: Services rendered from 1st day up to 30th or 31st of the month will be the billing period.** **Payment Term: Within 30 calendar days upon receipt of original SOA with complete supporting documents.** **The Supplier shall submit a monthly billing statement covering all shipments made by PEZA-MEZ within the billing period, together with the corresponding Original Billing Invoice and Original copies of waybills for all shipments made during the billing period.**					
		The courier service includes daily pick up at 11:00AM-5:30PM from the PEZA MEZ Office for parcels/boxes weighing not more than 25kgs. **In excess of this, it will be delivered to the courier's branch nearest to the PEZA office.**					
		Courier shall provide S/M/L pouches and standard boxes, at no cost to PEZA.					
		Door to door delivery TO and FROM the following areas/addresses:					
		1. PEZA Office - Granexport / CAIP Barangay Kiwalan, Iligan City, Lanao del Norte					
		2. PEZA Office Gate 1, Leyte Industrial Development Estate Brgy. Libertad, Isabel, Leyte					
		3. PEZA Office DOLE CANNERY Polomolok, South Cotabato					
		4. PEZA Office – Millenium Industrial Economic Zone Barangay Calumpang, General Santos City, 9500					
		5. PEZA Office – Del Monte Philippines, Inc. Philippine Packing Agricultural Export Processing Zone Barangay Bugo, Cagayan de Oro City					
		6. PEZA Office, Damosa Compound, beside Damosa I.T. Park Gate, Lanang, Davao City, 8000					
		7. PEZA Office, PHIVIDEC Industrial Estate Economic Zone Mindanao Container Terminal, Municipalities of Villanueva and Tagoloan, Misamis Oriental 9001					
		8. Iloilo City Local Economic Development and Investment Promotion Office 2/F Iloilo City Hall, Iloilo City					
		9. PEZA Office New Jubilee Agro-Industrial Ecozone, Brgy. Hilapnitan, Baybay City, Leyte					
		10. PEZA Office Unichamp Staffhouse, Townsite Brgy. Rio Tuba, Bataraza Palawan					
		11. PEZA Office Dipolog Coconut Oil Mill IRASAN ROXAS ZANORTE – SEZ Zamboanga Del Norte					
		12. THPAL PEZA Office Taganito Special Economic Zone Barangay Taganito, Claver, Surigao del Norte					
		13. PEZA Offices in Head Office (DoubleDragon Center, Pasay City), Cavite Economic Zone (Rosario, Cavite), Baguio City Economic Zone (Baguio City) and Palawan Mega Ecozone (PMEZ)					
		14. All other shipments WITHIN THE PHILIPPINES but all pick ups shall be exclusively made from PEZA offices.					
		Duration of Contract: One (1) year from the date of first transaction, which may be renewed subject to R.A. No. 9184, R.A. No.12009 and its IRR. Moreover, upon determination by the Procuring Entity of the continued need for the services, satisfactory performance of the Service Provider, and availability of funds.					
TECHNICAL DOCUMENTARY REQUIREMENTS: (e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.)							
DELIVERY REQUIREMENT: (Shall be coordinated to the end-user)							
The next working day upon receipt of conformed PO of 1							

FINANCIAL OFFER

Approved Budget for the Contract	Three Hundred Thirty Thousand Pesos Only (Php 330,000.00)
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 : _____