Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
Mactan Economic Zone

REQUEST FOR QUOTATION

DATE : Dec. 18, 2025
RFQ No. : 2025-12-018

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 Office Supplies for 3Q and 4Q and Office Supplies for OZA** 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 **December 26, 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:

Supply and Delivery of Office Supplies for 2025 3Q								
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 OFFICE SUPPLIES FOR 2025 3Q**					
		Ball point, Fine BP-S, Black - 72 pcs @ 27.83					
		Ball point, Fine BP-S, Blue - 64 pcs @ 27.83					
		Sign Pen, Gel Ink, BL-G2 5-B black, 0.5 - 91 pcs @82.28					
		Sign Pen, Gel Ink, BL-G2 5-B blue, 0.5 - 354 pcs @ 82.28					
		Sign Pen, Green 0.5 gel - 14 pcs @ 82.28					
		Sign pen, retractable / click, 1.0 blue (for heads of units) - 3 pcs @ 83.49					
		Pencil Lead size: No. 2 - 33 pcs @ 13.31					
		Mechanical Pencil 0.5 retractable, rubber grip - 4 pcs @ 54.45					
		Permanent Marker Fine - black - 21 pcs @ 45.98					
		Permanent Marker Fine - blue - 19 pcs @ 45.98					
		Permanent Marker Fine - red - 16 pcs @ 45.98					
		Marker, Permanent, Broad black - 8 pcs @ 45.98					
		Marker, Permanent, Broad blue - 7 pcs @45.98					
		Marker, Permanent, Broad red - 5 pcs @ 45.98					
		Marker, Flourescent (neon pink, neon yellow, neon green) - 30 pcs @ 48.40					
		Pencil Sharpener, manual single cutter - 1 pc @ 347.27					
		Lead Refill Mechanical Pencil - 2 pcs @ 31.46					
		Correction Tape WH-605 - 38 pcs @ 133.10					
		Correction Tape Refill WH-605R-10P Size: width 5mm length: 6mm - 20 pcs @ 66.55					
		Bond/copy paper long A4" size - 132 reams @ 271.04					
		Bond/copy paper short 80gsm - 7 reams @ 263.78					
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							

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 3Q								
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 OFFICE SUPPLIES FOR 2025 3Q**					
		Sticker Paper by 10s / pack - 2 packs @ 38.72					
		Clip, double 3/4" 19,, 12pcs/box - 60 boxes @ 18.15					
		Clip, double 1 1/4", 32mm 12pcs/box - 38 boxes @ 36.30					
		Clip, Double 2", 51mm - 28 boxes @ 91.96					
		Clipboard (long) with cover & metal clip Double clip, 4 pcs Green, 3 pcs black - 21 pcs @ 83.49					
		Paper clip, Vinyl coated, 50mm - 22 boxes @ 27.83					
		Paper clip, Vinyl coated, 33mm - 13 boxes @ 27.83					
		Fastener Plastic, Standard size, 8cm 50pcs/box - 18 boxes @ 42.35					
		Rubber Band Big, All purpose - 7 boxes @ 221.43					
		Tape Transparent, adhesive 1" - 57 pcs @ 14.52					
		Tape Transparent, adhesive 2" - 36 pcs @ 27.83					
		Tape Masking 1" - 60 pcs @ 27.83					
		Tape Masking 2" - 89 pcs @ 54.45					
		Tape, Packaging Size: 2" (48mmx50m) - 25 pcs @ 27.83					
		Tape, Double sided Adhesive 1" - 10 pcs @ 30.25					
		Tape, Double sided Adhesive 2" - 7 pcs @ 58.08					
		Tape Dispenser big - 1pc @ 216.59					
		Push-up Glue Stick - 17 pcs @ 27.83					
		Clear book Legal size (Color : blue) - 4 packs @ 45.98					
		Record Book 218mmx280mm, 500pp - 12 pcs @ 300.00					
		Log Book, 300 pages, 214mmx278mm - 4 pcs @ 100.43					
		Puncher 2-holes Heavy Duty - 1 pc @ 548.13					
		Ruler, plastic, 450mm - 2 pcs @ 7.26					
		Stapler with remover HD-5OR #35 - 5 pcs @ 609.84					
		Staple Wire No. 35 - 17 boxes @ 44.77					
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							

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 3Q							
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 OFFICE SUPPLIES FOR 2025 3Q**					
		Staple Wire Heavy Duty No. 23/13 - 7 boxes @ 65.00					
		Stamp Pad Metal Case - 5 pcs @ 72.60					
		Ink for stamp pad, Purple 50ml - 10 bottles @ 78.65					
		Dater / Date Stamp standard - 2 pcs @ 60.50					
		Heavy Duty Cutter, big - 3 pcs @ 58.04					
		Scissors 200mm stainless steel - 2 pcs @ 105.27					
		Heavy Duty Scissors Size: 6" - 2 pcs @ 59.29					
		Envelope, brown size: Legal - 152 pcs @ 9.68					
		Envelope, Expanding Size: Legal - 143 pcs @ 24.20					
		Envelope A4 by 100's Brown - 60 pcs @ 3.03					
		Fastener, Type: Metal Size: 7cm - 11 boxes @ 42.35					
		Fastener Metal, Non-sharp Edges 8" by 50 pcs/se - 1 box @54.45					
		Folder Color: Cream Size: Legal - 105 pcs @ 7.26					
		Folder, w/ tab/ Legal Size - 48 pcs @ 12.10					
		Folder, Press Board/Expanding Color: Green - 209 pcs @ 19.36					
		Folder A4 White/Brown - 23 pcs @ 7.26					
		Sticky Note Pads 1/2" arrow / tabs - 49 packs @ 30.00					
		Sticky Note Pads 3x3 (Note Pad) - 9 pads @ 30.00					
		Sticky Note Pads (Notepad 1 1/2 x 2) - 15 pads @ 12.10					
		Sticky Note Pads 3x4 - 5 pads @ 30.25					
		Finger Cots - 1 pack @ 459.80					
		Clip, Double small 1", 25mm 12pcs/box - 27 boxes @ 40.00					
		Bond/Copy Paper, A3 size - 2 reams @ 280.00					
		Glue, Multi-purpose, 130g - 6 pcs @ 50.00					
		Staple wire remover (plier type) - 5 pcs @ 199.65					
		Folder, Hard bound Data Folder - 10 pcs @ 95					
		Fastener, Plastic 8" long - 1pc @88.00					
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							

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 4Q							
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 OFFICE SUPPLIES FOR 2025 4Q**					
		Ball point, Fine BP-S, Black - 6 pcs					
		Ball point, Fine BP-S, Blue - 8 pcs					
		Sign Pen, Gel Ink, BL-G2 5-B black, 0.5 - 76pcs					
		Sign Pen, Gel Ink, BL-G2 5-B blue, 0.5 - 121 pcs					
		Pencil Lead size: No. 2 - 19 pcs					
		Marker, Permanent, Broad black - 1 pc					
		Marker, Permanent, Broad blue - 17 pcs					
		Marker, Permanent, Broad red - 1 pc					
		Marker, Flourescent (neon pink, neon yellow, neon green) - 21 pcs					
		Correction Tape WH-605 - 7 pcs					
		Correction Tape Refill WH-605R-10P Size: width 5mm length: 6mm - 27 pcs					
		Bond/copy paper long A4" size - 34 reams					
		Rubber Band Big, All purpose - 2 boxes					
		Tape Transparent, adhesive 1" - 1 pc					
		Tape Transparent, adhesive 2" - 2 pcs					
		Tape Masking 1" - 3 pcs					
		Tape Masking 2" - 7pcs					
		Tape, Packaging Size: 2" (48mmx50m) - 4 pcs					
		Tape, Double sided Adhesive 2" - 4 pcs					
		Tape Dispenser big - 1pc					
		Push-up Glue Stick - 3pcs					
		Clear book Legal size (Color : blue) - 6 packs					
		Record Book 218mmx280mm, 500pp - 1 pc					
		1 of 2					
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							

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 4Q							
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 OFFICE SUPPLIES FOR 2025 4Q**					
		Log Book, 300 pages, 214mmx278mm - 10 pcs					
		Stapler with remover HD-5OR #35 - 5 pcs					
		Staple Wire No. 35 - 3 boxes					
		Staple Wire Heavy Duty No. 23/13 - 7 boxes					
		Stamp Pad Metal Case - 2 pcs					
		Ink for stamp pad, Purple 30ml - 3 bottles					
		Heavy Duty Cutter, big - 2 pcs					
		Scissors 200mm stainless steel - 3 pcs					
		Envelope, brown size: Legal - 125 pcs					
		Envelope, Expanding Size: Legal - 94 pcs					
		Envelope A4 by 100's Brown - 30 pcs					
		Fastener Metal, Non-sharp Edges 8" by 50 pcs/se - 1 box					
		Folder Color: Cream Size: Legal - 15 pcs					
		Folder, w/ tab/ Legal Size - 30 pcs					
		Folder, Press Board/Expanding Color: Green - 101 pcs					
		Folder A4 White/Brown - 61 pcs					
		Sticky Note Pads 1/2" arrow / tabs - 7 packs					
		Sticky Note Pads 3x3 (Note Pad) - 13 pads					
		2 of 2					
TECHNICAL DOCUMENTARY REQUIREMENTS: [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.]							
DELIVERY REQUIREMENT: (Shall be coordinated to the end-user)							
Thirty (30) calendar days after receipt of the PO							

6/27/25 MEZ- SO-2025-046

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 - 07A

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 mar)		Remarks [e.g. Brand/Model & etc. Offered]	Unit Cost	Total Cost
			Yes	No			
	lot	70 reams of A4 Bond Paper					
		6 pcs - 9 volts Battery					
		10 Pcs Logbook - 300 pages					

FINANCIAL OFFER

Approved Budget for the Contract	**Two Hundred Six Thousand Five Hundred Twenty Eight Pesos and Thirty Eight Centavos only (Php 206,528.38)**
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 : _____