Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	SPMD-2025-050
Date	08/14/2025

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Mode of Procurement: Small Value** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Quantity	Procurement for the Supply and Delivery of Various Data Folders	Approved Budget for the Contract (ABC)
350	Data/Arch File Folder (green) legal horizontal w/ PEZA-COA print	**66,500.00**
100	Data/Arch File Folder (red) legal horizontal w/ PEZA-COA print	**19,000.00**
50	Data/Arch File Folder (blue) legal horizontal w/ PEZA-COA print	**9,500.00**
Deadline of Submission of Bid	**August 21, 2025 5:00 p.m.**	**Php 95,000.00**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Supply and Property Management Division (SPMD), 9th Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or thru email together with the following documentary requirements:

Additionally, Bidders are required to present actual sample of the items being procured.

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K under small value only *Note: For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.*
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

NOTE: BIDS MUST INCLUDE PICTURES OR DESIGN BROCHURES OF THE REQUIREMENTS PROVIDED ON REQUEST FOR QUOTATION.

Award of contract shall be given to the lowest calculated and responsive bidder per item which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact **SPMD at telephone nos. (02) 8551-3445 or email spmd@peza.gov.ph**.

LUIS T. QUIAL
Officer-In-Charge, SPMD

RFQ No.	SPMD-2025-050

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

LUIS T. QUIAL
OIC-SPMD
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

Item No.	Description	*(A)* Quantity	*(B)* Unit Price (PhP)	*(A x B)* Total Bid Price (PhP)
1	Data/Arch File Folder (green) legal horizontal w/ PEZA-COA print	350		
2	Data/Arch File Folder (red) legal horizontal w/ PEZA-COA print	100		
3	Data/Arch File Folder (blue) legal horizontal w/ PEZA-COA print	50		

NAME OF STORE :_____

ADDRESS :_____

PHILGEPS REG. NO. :_____

TIN :_____

AUTHORIZED SIGNATORY:_____
(Signature over Printed Name)

DATE :_____

CONTACT NOS. :_____

EMAIL ADDRESS :_____

INSTRUCTIONS:

(1) Accomplish this Form (Annex A) correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.
(5) Bids exceeding the ABC shall be automatically disqualified.

Annex "B"

Technical Specifications

Item No.	Qty	Specifications	**Statement of Compliance** (State whether "Comply" or "Not Comply")
1	350	Data/Arch File Folder (green) legal horizontal w/ PEZA-COA print	
2	100	Data/Arch File Folder (red) legal horizontal w/ PEZA-COA print	
3	50	Data/Arch File Folder (blue) legal horizontal w/ PEZA-COA print	

PRODUCT DEMONSTRATION AND TECHNICAL EVALUATION:

1. ***The prospective product provider is required to present a sample unit for actual demonstration and evaluation by the Technical Inspector/Evaluator.***
2. ***The result of the technical evaluation will be included as part of "Annex B-Technical Specification".***
3. ***Failure to present an actual demonstration of the sample unit shall result in a declaration of "NON COMPLIANT" for the Technical Inspection/evaluation requirement.***

AUTHORIZED SIGNATORY:_____
(Signature over Printed Name)

DATE :_____

Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address

- Submit the filled-up (Annexes A and B) Forms manually or thru email at the following address;
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  Manually : SPMD, 9th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

  Email: spmd@peza.gov.ph

- Delivery Period: 15 working days upon receipt of NOA/ Contract/ PO/ WO /
- Terms of Payment: Through Cheque / 30 working days upon receipt of Original Sales Invoice / Billing Statement.
- Winning Bidder must deliver the items/services to the following address:
  9th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.

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