

RFQ No.	PSD 08-2024-01
Date	16 August 2024

**REQUEST FOR QUOTATION**  
**Alternative-Small Value [Sec 53.9]**

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

<b>Name of Project</b>	SUPPLY AND DELIVERY OF PEZA DRI FIT POLOSHIRT FOR CSC VIBE RUN: TAKBO PARA SA MGA SERVANT-HEROES
<b>Description/Specifications</b>	177 pcs DRI FIT POLO SHIRT w/ PEZA and Bagong Pilipinas Logos Print Type: Sublimation Material: Dri-fit Delivery date: 29 August 2024 See Annex "B" for technical specifications
<b>Approved Budget for the Contract (ABC)</b>	PhP 95,580
<b>Deadline of Submission of Bids</b>	August 20,2024, 12:00 pm

Interested bidders may submit their duly accomplished and filled-up Annexes "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Department (HRDD), 9<sup>th</sup> Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.**

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

✓	Mayor's/Business Permit <u>or</u> PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K (for SVP only) <i>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.</i>
✓	PhilGEPS Registration Number ( <i>not required if PhilGEPS Platinum Membership Certificate is submitted</i> )

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

For any clarification, you may contact **HRD Department at telephone nos. (02) 8551 3451 local/s 272 or email [jellius.deguzman@peza.gov.ph](mailto:jellius.deguzman@peza.gov.ph).**

  
**JOY ANNE G. NAVALON**  
 Department Manager III, HRDD

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Annex "A"  
**PRICE QUOTATION FORM**  
(Financial Bid)

**JOY ANNE G. NAVALON**  
Department Manager III  
Human Resource Development Department  
Philippine Economic Zone Authority  
9<sup>th</sup> Floor Double Dragon Center, West Building,  
DD Meridian Park Macapagal Avenue, Pasay City.

Dear Sir/Madam:

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	(A x B) Total Bid Price (PhP)
1	DRI FIT POLOSHIRT w/ PEZA and Bagong Pilipinas Logos Print Type: Sublimation Material: Dri-fit Design: See ATTACHED design	177 Pcs		

BUSINESS NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHILGEPS REG. NO. : \_\_\_\_\_

TIN : \_\_\_\_\_

AUTHORIZED SIGNATORY: \_\_\_\_\_  
(Signature over Printed Name)

DATE : \_\_\_\_\_

CONTACT NOS. : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

**INSTRUCTIONS:**

- (1) Accomplish this Form 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**

<b>Quantity</b>	<b>Description</b>	<b>Statement of Compliance</b> (State whether "COMPLY" or "NOT COMPLY")
177 pcs	<b>T-SHIRT / POLOSHIRT w/ PEZA and Bagong Pilipinas Logos</b> Print Type: Sublimation Material: Dri fit Color: white Design: See ATTACHED design	

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;
  - **Manually** : HRD Department, 9<sup>th</sup> floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.
  - **Email**: [jellius.deguzman@peza.gov.ph](mailto:jellius.deguzman@peza.gov.ph)
- **Delivery Period**: Delivery Period: 29 August 2024
- **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:  
**HRDD 9th Floor, Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City.**

