



Republic of the Philippines  
**Philippine Economic Zone Authority**

RFQ No.	BAC-2022-14
Date	19 December 2022

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

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

Name of Project	<b>Procurement of 2022 PEZA Corporate Gifts</b>
Description/Specifications	<b>Attached Annex "A"</b>
Approved Budget for the Contract (ABC)	<b>Php 974,000.00</b>
Deadline of Submission of Bid	<b>December 23, 2022 1:00 a.m.</b>

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Bids and Awards Committee (BAC), 8<sup>th</sup> 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:

✓	Mayor's/Business Permit <u>or</u> PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K <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>
✓	Income / Business Tax Return (for ABC above 500k ) Latest Income Tax Return filed via eFPS <i>(For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR)</i> <u>or</u> Latest Business Tax Return filed via eFPS <i>(Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date)</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 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 BAC Secretariat and or PPRG at telephone nos. (02) 8551-3438 / (02) 85513451 local 222 or 85513429 or bacsec@peza.gov.ph.

**GM ANIDELLE JOY M. ALGUSO**  
 BAC Chairperson



"Made in the Philippines is best The Philippines is Best to invest in"



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

**GM ANIDELLE JOY M. ALGUSO**  
 BAC Chairperson  
 8<sup>th</sup> 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:

Description	Bid Price (PHP)
Please see attached technical specifications for reference	Php
	<b>(Inclusive of VAT)</b>

NAME OF STORE : \_\_\_\_\_

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**

**LOT 1**

GIFT ITEMS	QTY	Statement of Compliance (State whether Comply or Not Comply)
<b>Ultimate Everyday Gourmet Coffee Set</b> Inclusions: <ul style="list-style-type: none"> <li>• Manual Coffee Grinder</li> <li>• 500g pack Batangas Coffee Beans</li> <li>• Coffee Scoop</li> <li>• Print: 1 color, 3 locations, silkscreen</li> <li>• Packaging: Rigid Box with 1 color stamping, with Ecobag with 1 color logo print</li> </ul>	200 pcs	

**LOT 2**

GIFT ITEMS	QTY	Statement of Compliance (State whether Comply or Not Comply)
<b>Office Gift Set A</b> Components: <ul style="list-style-type: none"> <li>1 x Laptop Desk Mat               <ul style="list-style-type: none"> <li>• Print: Debossed print</li> <li>• Packaging: Plain box with 1 color logo print</li> </ul> </li> <li>1 x Notebook with 3-Toned Cover               <ul style="list-style-type: none"> <li>• Print: Silkscreen</li> <li>• Packaging: Rigid box with 1 color stamping</li> </ul> </li> </ul>	650 pcs	

**LOT 3**

GIFT ITEMS	QTY	Statement of Compliance (State whether Comply or Not Comply)
<b>Office Gift Set B</b> Components: <ul style="list-style-type: none"> <li>1 x Laptop Desk Mat               <ul style="list-style-type: none"> <li>• Print: Debossed print</li> <li>• Packaging: Plain box with 1 color logo print</li> </ul> </li> <li>1 x Desk Calendar               <ul style="list-style-type: none"> <li>• Customized Printing</li> <li>• Size: 6" x 8"</li> <li>• Packaging: Rigid box with 1 color stamping</li> </ul> </li> </ul>	200 pcs	

**LOT 4**

<b>GIFT ITEMS</b>	<b>QTY</b>	<b>Statement of Compliance (State whether Comply or Not Comply)</b>
<b>Mini Bladeless Fan</b> Inclusions: <ul style="list-style-type: none"><li>• Print: 1 color, 1 location, silk screen</li><li>• Packaging: Retail Box and paper bag with logo</li></ul>	200 pcs	

**LOT 5**

<b>GIFT ITEMS</b>	<b>QTY</b>	<b>Statement of Compliance (State whether Comply or Not Comply)</b>
<b>Cube Notepad with Post Its</b> Inclusions: <ul style="list-style-type: none"><li>• Print: 1 color, 1 location, silkscreen</li><li>• Packaging: Paper bag with logo</li></ul>	100 pcs	

**LOT 6**

<b>GIFT ITEMS</b>	<b>QTY</b>	<b>Statement of Compliance (State whether Comply or Not Comply)</b>
<b>Card Case</b> Inclusions: <ul style="list-style-type: none"><li>• Print: 1 color, 1 location, silkscreen</li><li>• Packaging: Paper bag with logo</li></ul>	100 pcs	

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** : 8th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City
  
- **Email**: bacsec@peza.gov.ph
  
- Delivery Period: 30-45 calendar days upon receipt of NOA/ Contract/ PO/ WO
- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice Billing Statement.
- Winning Bidder must deliver the items/services to the following address:  
**8<sup>th</sup> Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City**