Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PPRG-23-06-15
Date	June 14, 2023

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	**Printing of PEZA Brochures and PEZA Folders & Insert with Pocket**
Description/Specifications	**Attached Annex "A" and "B"**
Approved Budget for the Contract (ABC)	**Php 80,000.00**
Deadline of Submission of Bid	**June 20, 2023 12:00NN**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Promotions and Public Relations Group, 10th 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 **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K *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.*
✓	Income / Business Tax Return (for ABC above 500k) Latest Income Tax Return filed via eFPS (*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*) **or** Latest Business Tax Return filed via eFPS (*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*)
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

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 **Promotions and Public Relations Group** at **8551-3451 loc. 631** or email **Mr. Nasser Bansao** at Nasser.bansao@peza.gov.ph

GM ALEEM SIDDIQUI M. GUIAPAL
Group Manager, PPRG

TUV NORD ISO 9001 Certificate No.: PHP QMS 20 93 0042
GALING PINAS "Made in the Philippines is best The Philippines is Best to invest in"
MAKE IT HAPPEN THE PHILIPPINES

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

GM ALEEM SIDDIQUI M. GUIAPAL
Group Manager, PPRG
10th 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
	(Inclusive of VAT)

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

QTY	**Specifications**	**Statement of Compliance** (State whether "Comply" or "Not Comply")
1000 pcs	**PEZA Brochures and PEZA Folder & Insert with Pocket:** **Size:** • Folder Size: 12" x18.5" (Unfolded) • Pocket Size: 8.405" x 3.68" • Insert Size: 9" x 18" **Paper:** • Folder Size: C2s220lbs • Pocket Size: C2s220lbs • Insert Size: C2s80lbs. **Printing:** • Folder & Insert: Full Color Two Sides • Pocket: Full Color One Side **Lamination:** • Matte Lamination **Process:** • Folder & Insert – Offset Printing • Pocket – Digital Printing **Finishing:** **Folding & Pasting**	

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: Nasser.bansao@peza.gov.ph

- Delivery Period: 45 calendar days upon receipt of NTP/ Contract/ PO/ WO

- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice Statement.

- Winning Bidder must deliver the items/services to the following address:
  10th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City