Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	BAC-2025-14
Date	19 May 2025

REQUEST FOR QUOTATION
Small Value Procurement (53.9)

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

Name of Procurement Project	**Procurement of Sticker Media & Printer Toner**
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php41,922.40
Deadline for Submission of Bid:	23 May 2025, 05:00 pm

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), 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given 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.
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
✓	Annual Income Tax Return Note: ○ **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 of operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact **Secretariat – Bids and Awards Committee, at 8551-3451 loc. 338 or send us an email at bacsec@peza.gov.ph/gasd@peza.gov.ph**

ROWENA T. NAGUIT
BAC Chairperson

RFQ No.	BAC-2025-14

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ROWENA T. NAGUIT
BAC Chairperson
8th Floor Double Dragon Center, West Building, Macapagal Blvd.Pasay City

Thru: BAC Secretariat

Dear 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:

No.	Description	Total Bid Price
1 Lot	Purchase of Sticker Media and Printer Toner *(Bid Price must be inclusive of VAT and other charges)*	PhP
	Total	

BUSINESS NAME : _____

ADDRESS : _____

_____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS: : _____

INSTRUCTIONS:

(1) Accomplish this RFQ 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 SPECIFICATION
Procurement of Sticker Media & Printer Toner

Bidders must indicate whether they "Comply" or "Not Comply" with each specification's requirements, along with the page number of the relevant document.

QTY	Specification		Statement of Compliance State whether Comply or Not Comply
1 Lot	**Sticker Media & Printer Toner**		
	Ribbon/Toner & Film for ID & Sticker Printer	Sufficient for 4,000 Stickers	
		Include Lamination & Hologram Film if applicable	
		**Please refer to Annex D for sticker design and dimensions	
	Blank ID Card Media	Sufficient for 4,000 Stickers (if applicable)	
		Hologram Film for 4,000 Stickers (if applicable)	
		Lamination Film for 4,000 Stickers (if applicable)	
		**Please refer to Annex D for the sticker design and dimensions	
	Compatibility	Sticker Media and Toner should be compatible with the Printer Model: Epson Colorworks C6050A Colour Label Printer with Auto-Cutter	
		Lamination & Hologram Film should be compatible with the Printer Model indicated above	
	Scope of Service	Provision of Sticker Media	
		Provision of Printer Toner	
		Provision of applicable Lamination & Hologram Film	
	Customer Support & Training	Web-based incident reporting (Ticket-Based Support)	
		Warranty should cover parts, labor, and onsite support. Terms must be reflected in the warrant certificate.	
		The supplier must have a local helpdesk to provide 24/7 technical assistance. The supplier must also provide a detailed escalation procedure	

		and support, including contact numbers and email addresses.	
	Bidders Qualifications	1. Bidder should be at least 5 years in the IT Industry.	
		2. Bidder should have completed at least 3 government projects. The bidder should provide the Certificate of Completion.	
	Delivery Period	30 Days upon Issuance of Notice to Proceed	
	Contract Duration	24 Months	

Authorized Signatory: _____

(Signature over Printed Name)

Date: _____

ANNEX "C" Terms and Conditions		
I.	**SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	• 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 • Copy of Proposal, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: BAC Secretariat, 8th floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
III.	**DELIVERY PERIOD**	Delivery Period: within 30 days upon receipt of NTP/ Contract/ PO/ WO (Please refer to Annex B for the details)
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement
V.	**DELIVERY LOCATION**	Winning Bidder must deliver the items/services to the following address: 10th floor, PEZA Auditorium, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

"ANNEX D"
SAMPLES

PEZA VISA IDENTIFICATION CARD
PEZA-VISA STICKER

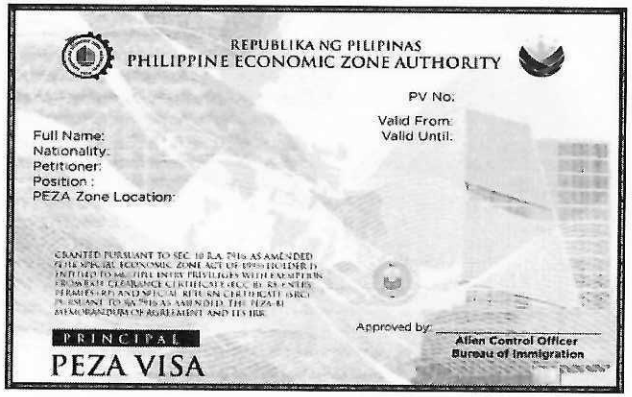
MAKE IT HAPPEN IN THE PHILIPPINES

PEZA-VISA STICKER – for Principal

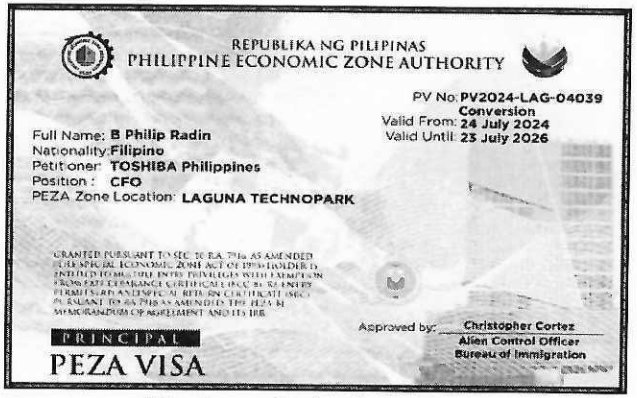
Security Features

1. Microtext with Deliberate Error
2. Microtext
3. Hologram
4. Honeycomb peel-off (Back part)

Actual Size 4.25-inch width x 2.75-inch height



Form (Unfilled)



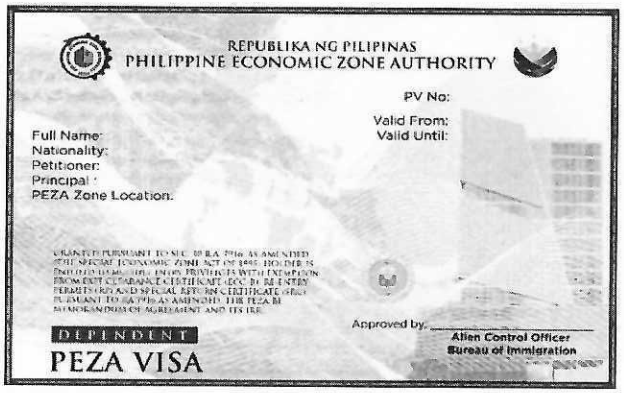
Filled-up with Applicant Details

PEZA-VISA STICKER – for Dependent

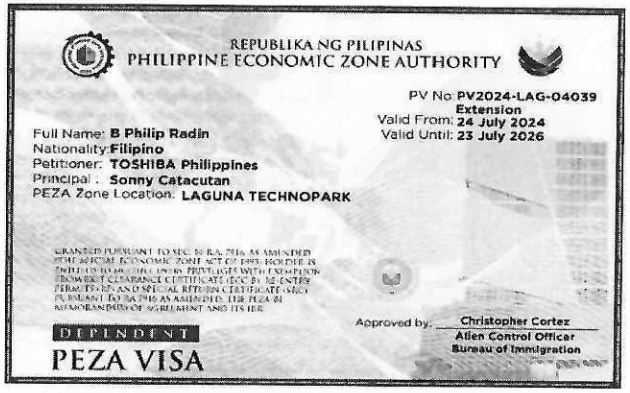
Security Features

1. Microtext with Deliberate Error
2. Microtext
3. Hologram
4. Honeycomb peel-off (Back part)

Actual Size 4.25-inch width x 2.75-inch height



Form (Unfilled)

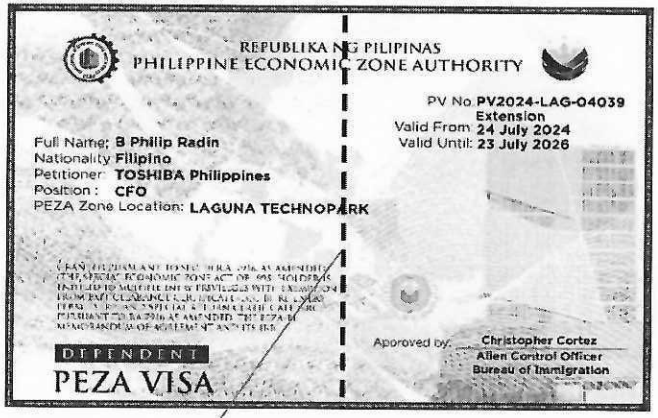


Filled-up with Applicant Details

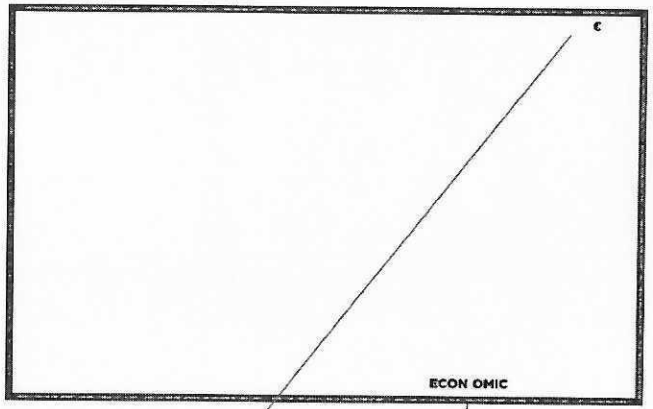
SECURITY FEATURES: **PEZA-VISA STICKER – for Dependent**

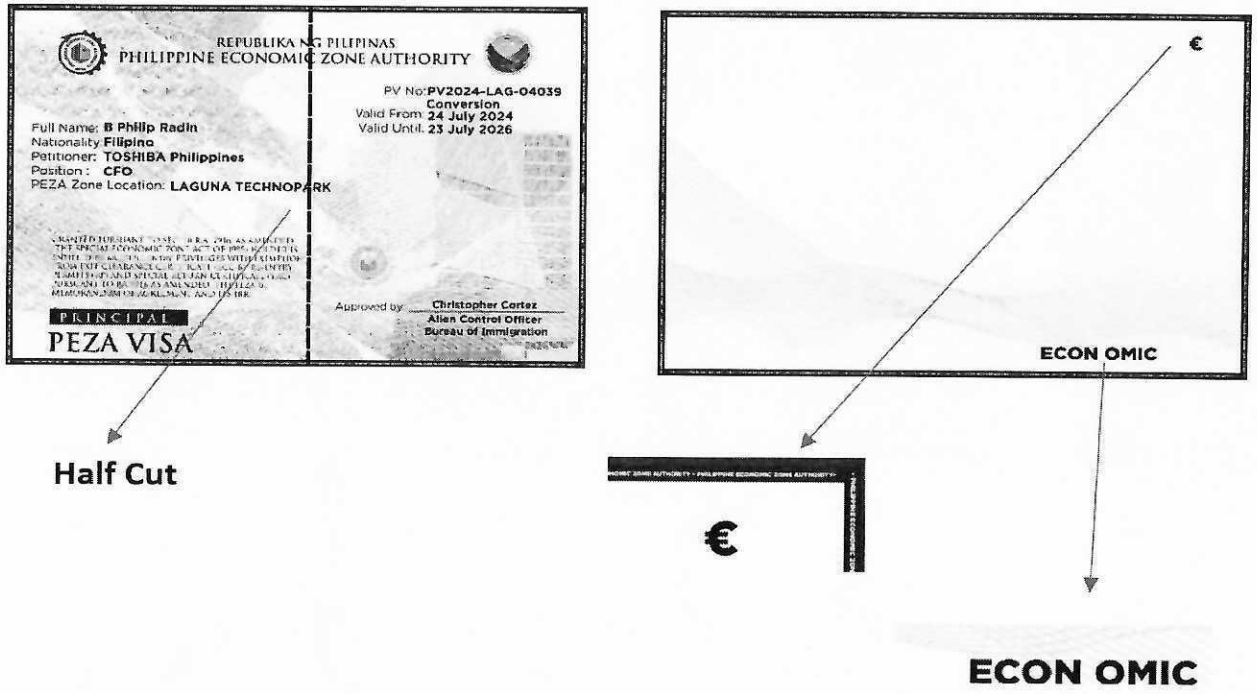
- Microtext with Deliberate Error
- Microtext
- Half cut

Recommended Size 4 inch width x 2.75 inch height



Half Cut



SECURITY FEATURES: **PEZA-VISA STICKER – for Principal**

- Microtext with Deliberate Error
- Microtext
- Half cut
    - Recommended Size 4 inch width x 2.75 inch height