



Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PPRG-23-03-09
Date	30 March 2023

REQUEST FOR QUOTATION
 (Alternative-Small Value Procurement)

Name of Company : _____
 Address : _____

The Philippine Economic Zone Authority (PEZA), intends to undertake Alternative/Small Value Procurement 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	Please refer to the attached Annexes "A" and "B"
Approved Budget for the Contract (ABC)	PhP 125,000.00
Deadline of Submission of Bid	04 April 2023; 12:00NN

The proprietary source/exclusive provider is invited to submit their duly accomplished and filled-up Annex "A" and "B", manually on or before the deadline of submission of bids to **Promotions and Public Relations Group, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd., Pasay City.**

The following documentary requirements are required to be submitted prior to award:

	Mayor's/Business Permit or 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 (not required if PhilGEPS Platinum Membership Certificate is submitted)

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.


MS. ANIDELLE JOY M. ALGUSO
 Chairperson
 Bids and Awards Committee



Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

Ms. Anidelle Joy M. Alguso

Chairperson

Bids and Awards Committee

Philippine Economic Zone Authority (PEZA)

10th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Ave., Pasay City

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 or the items as follows:

Description	Quantity	Unit Price	Bid Price
Printing of PEZA Brochure and PEZA Folder & Insert with Pocket	2000	PhP	PhP

BUSINESS NAME : _____
ADDRESS : _____
PHILGEPS REG. NO. : _____
TIN : _____

AUTHORIZED SIGNATORY : _____
 (Signature over Printed Name)

DATE : _____
CONTACT NOS. : _____
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

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Annex "B"

TECHNICAL SPECIFICATIONS

Item No.	Qty	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
1	2000	<p>PEZA Brochures and PEZA Folder & Insert with Pocket:</p> <p>Size:</p> <ul style="list-style-type: none"> • Folder Size: 12" x18.5" (Folded) • Pocket Size: 8.405" x 3.68" • Insert Size: 9" x 18" <p>Paper:</p> <ul style="list-style-type: none"> • Folder Size: C2s220lbs • Pocket Size: C2s220lbs • Insert Size: C2s80lbs. <p>Printing:</p> <ul style="list-style-type: none"> • Folder & Insert: Full Color Two Sides • Pocket: Full Color One Side <p>Lamination:</p> <ul style="list-style-type: none"> • Matte Lamination <p>Process:</p> <ul style="list-style-type: none"> • Folder & Insert – Offset Printing • Pocket – Digital Printing <p>Finishing:</p> <ul style="list-style-type: none"> • Folding & Pasting 	

Annex "C"

TERMS AND CONDITIONS**1. Bidder shall type or write in "Ink" the following on the Price Quotation Form:**

- Business Name
- Address
- PhilGEPS Registration No./Organization No.
- TIN
- Authorized Signatory
- Date
- Contact Nos.
- Email Address

2. Submit the filled-up Forms (Annexes A and B) manually at the following address:

- **Manually:** PPRG, 10th floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd, Pasay City

3. Delivery Period: On or Before April 28, 2023**4. Terms of Payment:** Through Cheque / 15 working days upon receipt of Original Sales Invoice/Billing Statement.**5. Winning bidder must deliver the items/services to the following address:**

10th floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd, Pasay City