Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	SPMD-2025-019
Date	04/08/2025

REQUEST FOR QUOTATION
Alternative-Small Value (Sec. 53.9)

The Philippine Economic Zone Authority (PEZA) intends to undertake **Mode of Procurement: Small Value** in accordance with Sec. 52.1(b) of the 2016Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Quantity	Procurement for the Supply and Delivery of Various Printing Supplies	Approved Budget for the Contract (ABC)
15	Memo Pad with Logo	7,584.75
16	Application for Parchment paper with PEZA Logo	45,726.13
20	Application for Architectural Permit	15,260.50
37	Application for Building Permit	23,245.25
10	Application for Civil/Structural Permit	12,330.13
37	Application for Electrical Permit	22,717.54
37	Application for Mechanical Permit	22,717.54
15	Application for Electronic Permit	13,393.31
5	Application for Sanitary Permit	9,736.38
Deadline of Submission of Bid	**April 15, 2025 5:00 p.m.**	**Php 172,711.52**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Supply and Property Management Division (SPMD), 9th 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 under small value only *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 ABCs above P500k) *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 establishment 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)*
	Authenticated Copy of Certification of Authorized Reseller / Distributor from HP

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 **SPMD at telephone nos. (02) 8551-3445 or email spmd@peza.gov.ph**.

LUIS T. QUIAL
Officer-In-Charge, SPMD

RFQ No.	SPMD-2025-019

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

LUIS T. QUIAL
OIC-SPMD
9th 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:

Item No.	Description	*(A)* Quantity	*(B)* Unit Price PhP	*(A x B)* Total Bid Price (PhP)
1	Memo Pad with Logo	15		
2	Application for Parchment paper with PEZA	16		
3	Application for Architectural Permit	20		
4	Application for Building Permit	37		
5	Application for Civil/Structural Permit	10		
6	Application for Electrical Permit	37		
7	Application for Mechanical Permit	37		
8	Application for Electronic Permit	15		
9	Application for Sanitary Permit	5		

NAME OF STORE :_____

ADDRESS :_____

PHILGEPS REG. NO. :_____

TIN :_____

AUTHORIZED SIGNATORY:_____
(Signature over Printed Name)

DATE :_____

CONTACT NOS. :_____

EMAIL ADDRESS :_____

INSTRUCTIONS:

(1) Accomplish this Form (Annex A) 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

Item No.	Qty	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
1	15	**Memo Pad with Logo**	
		Size: 22 cm x 14.5 cm	
		Material: 80gsm	
		Volume: 100 sheets per pad	
2	16	**Parchment paper with PEZA Logo**	
		Size: 8 ½ x 11"	
		Material: 80gsm	
3	20	**Application for Architectural Permit**	
4	37	**Application for Building Permit**	
5	10	**Application for Civil/Structural Permit**	
6	37	**Application for Electrical Permit**	
7	37	**Application for Mechanical Permit**	
8	15	**Application for Electronic Permit**	
9	5	**Application for Sanitary Permit**	
		Print: Back to Back Material: Carbonize Color: One (1) Color (Black-two side print) CB-Top: White-Applicant Copy CFB-Mid: Pink-Special Ecozone Copy CFB-Mid: Yellow-Special Ecozone Copy CFB-Mid: Blue-Special Ecozone Copy CF-Bottom: Green-Extra Copy No. of Pages: 25 x 5 (W, P, Y, B, G) Binding	

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** : SPMD, 9th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

  Email: spmd@peza.gov.ph

- Delivery Period: 30 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:
  9th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.

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