Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
Mactan Economic Zone

REQUEST FOR QUOTATION

DATE : June 23, 2025
RFQ No. : 2025-06-009

Company/Business Name[1] : _____
Address : _____
TIN : _____
PhilGEPS Registration Number (required) : _____

The **Philippine Economic Zone Authority**, through its Bids and Awards Committee (BAC), intends to procure the **Supply and Delivery of Office Supplies for 2025 2Q** through **Section 52 b (Shopping)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the **Terms and Conditions** provided on the next page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than **June 30, 2025** addressed to:

MR. ARNEL M. SUYU
Chairperson, Bids and Awards Committee
PEZA Admin Bldg., AAI Compound, Gate 3, MEZ, Brgy. Ibo, Lapu-Lapu City

Alternatively, quotations may also be sent through facsimile or email at the address and contact numbers of the BAC Secretariat indicated below.

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement" of Annex "H" of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, the following documents are required to be submitted along with your quotation on the above set deadline.

Document	Remarks
Copy of valid Mayor's or Business Permit	In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment.
PhilGEPS Registration Number	Red or Platinum Membership Registration; Valid certificate of PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number

For any clarification, you may contact the BAC Secretariat at (032) 340-0590 or send email to mezbacsec@peza.gov.ph.

ARNEL M. SUYU
BAC Chairperson

[1] In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Accomplish this RFQ correctly and accurately.

(2) Do not alter the contents of this form in any way.

(3) **All technical specifications must be complied with.** Failure to comply with any of the mandatory requirements will disqualify your quotation.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Please quote your best offer for all the items and do not leave any blank. Indicate "0" if the item being offered is for free.

4. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.

5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

6. Quotations exceeding the Approved Budget for the Contract shall be rejected.

7. The award of contract shall be made to the lowest quotation and responsive with the technical specifications, requirements and other terms and conditions stated herein

8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, PEZA shall adopt and employ "toss coin" or "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

9. The item/s shall be delivered according to the accepted offer of the bidder.

10. item/s delivered shall be inspected on the scheduled date and time of PEZA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

11. **Payment shall be processed after delivery, receipt of original invoice and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the payment shall be through cheque with a lead time of 30 calendar days.**

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PEZA may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

14. The RFQ, Purchase Order (PO)/Work Order (WO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

TECHNICAL SPECIFICATIONS

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s (VAT Inclusive) for the item/s as follows:

Supply and Delivery of Office Supplies for 2025 2Q							
To be filled-up by the End-user			TO BE ACCOMPLISHED BY SUPPLIER/BIDDER				
Item No.	**Quantity and UOM**	**TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK**	**Statement of Compliance** (Put a Check mark)		**Remarks** [e.g. Brand/Model & etc. Offered]	**Unit Cost**	**Total Cost**
			Yes	**No**			
1	**lot**	**SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR 2025 2Q**					
1	52 pc	Ball point, Fine BP-S, Black					
2	52 pc	Ball point, Fine BP-S, Blue					
3	129 pc	Sign Pen, Gel Ink, BL-G2 5-B black, 0.5					
4	314 pc	Sign Pen, Gel Ink, BL-G2 5-B blue, 0.5					
5	6 pc	Sign Pen, Green 0.5 gel					
6	10 pc	Sign pen, retractable / click, 1.0 blue (for heads of units)					
7	12 pc	Pencil Lead size: No. 2					
8	1 pc	Mechanical Pencil 0.5 retractable, rubber grip					
9	9 pc	Pencil Eraser, rubber Size: Jumbo					
10	8 pc	Permanent Marker Fine - black					
11	8 pc	Permanent Marker Fine - blue					
12	4 pc	Permanent Marker Fine - red					
13	1 pc	Marker, Permanent, Broad black					
14	1 pc	Marker, Permanent, Broad blue					
15	1 pc	Marker, Permanent, Broad red					
16	3 pc	Marker, White board black					
17	2 pc	Marker, White board blue					
18	2 pc	Marker, White board red					
19	29 pc	Marker, Flourescent (neon pink, neon yellow, neon green)					
20	1 pc	Lead Refill Mechanical Pencil					
21	31 pc	Correction Tape WH-605					
22	99 pc	Correction Tape Refill WH-605R-10P Size: width 5mm length: 6mm					
23	90 ream	Bond/copy paper long 8.5x13"					
24	196 ream	Bond/copy paper long A4" size					
25	12 ream	Bond/copy paper short 80gsm					
TECHNICAL DOCUMENTARY REQUIREMENTS: [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.]							
DELIVERY REQUIREMENT: (Shall be coordinated to the end-user)							
Thirty (30) working days after receipt of the PO							

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			Yes	**No**			
		SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR 2025 2Q					
26	2 pack	Sticker Paper by 10s / pack					
27	6 pack	Carbon paper, A4 size, blue					
28	51 pack	Parchment paper A4/10s per pack					
29	5 box	Paper clip, Vinyl coated, 50mm					
30	5 box	Paper clip, Vinyl coated, 33mm					
31	7 box	Fastener Plastic, Standard size, 8cm 50pcs/box					
32	4 pack	Rubber Band Big, All purpose					
33	31 pc	Tape Transparent, adhesive 1"					
34	14 pc	Tape Transparent, adhesive 2"					
35	13 pc	Tape Masking 1"					
36	23 pc	Tape Masking 2"					
37	34 pc	Tape, Packaging Size: 2" (48mmx50m)					
38	9 pc	Tape, Double sided Adhesive 1"					
39	16 pc	Tape, Double sided Adhesive 2"					
40	5 pc	Tape Dispenser big					
41	21 pc	Push-up Glue Stick					
42	15 pack	Clear book Legal size (Color green or blue)					
43	4 pc	Record Book 218mmx280mm, 500pp					
44	5 pc	Record Book 218mmx280mm, 300pp					
45	8 pc	Log Book, 500 pages, 214mmx278mm					
46	4 pc	Log Book, 300 pages, 214mmx278mm					
47	7 pc	Puncher 2-holes Heavy Duty					
48	5 pc	Ruler, plastic, 450mm					
49	3 pc	Stapler with remover HD-5OR #35					
50	29 box	Staple Wire No. 35					
TECHNICAL DOCUMENTARY REQUIREMENTS: [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.]							
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Thirty (30) working days after receipt of the PO							

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			Yes	**No**			
		SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR 2025 2Q					
51	6 box	Staple Wire Heavy Duty No. 23/13					
52	9 pc	Stamp pad metal case					
53	32 bot	Ink for stamp pad, Purple 50ml					
54	6 bot	Ink for self-inking stamp black (25ml)					
55	6 pc	Dater / Date Stamp standard					
56	3 pc	Numberer Manual, 10 digits					
57	4 pc	Numberer Manual, 12 digits					
58	6 pc	Heavy Duty Cutter, big					
59	9 pc	Scissors 200mm stainless steel					
60	3 pc	Heavy Duty Scissors Size: 6"					
61	178 pc	Envelope, brown size: Legal					
62	146 pc	Envelope, Expanding Size: Legal					
63	6 pack	Envelope A4 by 100's Brown					
64	11 box	Fastener, Type: Metal Size: 7cm					
65	5 box	Fastener Metal, Non-sharp Edges 8" by 50 pcs/set					
66	158 pc	Folder Color: Cream Size: Legal					
67	40 pc	Folder, w/ tab/ Legal Size					
68	188 pc	Folder, Press Board/Expanding Color: Green					
69	133 pc	Folder A4 White/Brown					
70	11 pack	Sticky Note Pads 1/2" arrow / tabs					
71	10 pack	Sticky Note Pads 3x3 (Note Pad)					
72	3 pack	Sticky Note Pads (Notepad 1 1/2 x 2)					
73	9 pack	Sticky Note Pads 3x4					
74	3 pack	Finger Cots					
75	3 ream	Bond/Copy Paper, A3 size					
TECHNICAL DOCUMENTARY REQUIREMENTS: [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.]							
DELIVERY REQUIREMENT: (Shall be coordinated to the end-user)							
Thirty (30) working days after receipt of the PO							

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			Yes	**No**			
		SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR 2025 2Q					
76	3 box	Clip, double small "1, 25mm 12pcs/box					
77	12 pc	Ball point, Fine BP-S, Green					
78	1 pc	Glue, all purpose					
79	4 pc	USB Flash Drive 3.0 64gb					
80	1 pc	calculators, 12 digits, two way power					
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DELIVERY REQUIREMENT: (Shall be coordinated to the end-user)							
Thirty (30) working days after receipt of the PO							

FINANCIAL OFFER

Approved Budget for the Contract	Php 157,531.27
TOTAL OFFERED QUOTATION In accordance to Section 12.3 of IRR of RA 9184, in cases of discrepancies, the bid price stated in words shall prevail over the bid price in figures. Inclusive of VAT	**In words:** _____ _____ _____ _____ **In figures:** _____

Payment Details:	Payment shall be made promptly, but in no case later than thirty (30) days, through cheque after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Business Name : _____

Address : _____

Authorized Representative : _____
Signature Over Printed Name

Date : _____

Office Contact No/s : _____

Email Address : _____