



REQUEST FOR QUOTATION

The Cagayan Economic Zone Authority (CEZA), will undertake a Small Value Procurement for the "Supply and Delivery of CEZA-GAD National Women's Month Celebration (NWMC) Polo Shirts and T-shirts", in accordance with Section 53.9 of Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	Supply and Delivery of CEZA-GAD National Women's Month Celebration (NWMC) Polo Shirt and T-shirt	
Approved Budget for the Contract	Two Hundred Ten Thousand Pesos (PHP 210,000.00)	
	Item 1- PHP 160,000.00 Polo Shirt	Item 2- PHP 50,000.00 T-shirt
Specifications	See attached Technical Specifications (Annex B)	
Location	Cagayan Economic Zone Authority, 10th Floor Greenfield Tower, Mayflower cor. Williams sts., Greenfield District, Highway Hills, Mandaluyong City	
Delivery Term	Ten (10) days from the receipt of Notice to Proceed (NTP) or Acceptance of Purchase/Job Order	

Interested suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGEPS Registration Number and price quotation form (Annex A) during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 5:00 PM of March 14, 2022 at the Cagayan Economic Zone Authority, 10th Floor Greenfield Tower, Mayflower cor. Williams Sts., Greenfield District, Highway Hills, Mandaluyong City, Metro Manila. Open submission may be submitted, manually or through facsimile at 8291-6704 to 8 local 362 or email @ bacsecretariat@ceza.gov.ph.

For inquiry, you may contact us at tel. no 8291-6704 to 8 and email bacsecretariat@ceza.gov.ph.

Very truly yours,



DHART E. CARPIO
BAC Chairperson



10th floor Greenfield Tower, Mayflower corner Williams Streets,
Greenfield District, Mandaluyong City, Metr Manila, Philippines 1550
Tel. (+632)8291-6704 to 08
Email: info@ceza.gov.ph Website: www.ceza.gov.ph
Cagayan Offices: Centro, Santa Ana, Cagayan 3514 - Tel. (+6378) 395-4832 / 4828
Regional Government Center, Carig Sur,
Tuguegarao City, Cagayan 3500 - Tel. (+6378) 4844 / 4080



ANNEX A REQUEST FOR QUOTATION

<p>TO: CAGAYAN ECONOMIC ZONE AUTHORITY 10/F GREENFIELD TOWER, MAYFLOWER COR WILLIAMS STREETS, GREENFIELD DISTRICT MANDALUYONG CITY, METRO MANILA, PHILIPPINES 1550 ☎ (632) 370-5519</p> <p>We offer to perform the work or supply these items at the quoted prices and under the terms stated below. We certify that our company is a manufacturer, licensed distributor or dealer of these items and that at least 60% of the capital thereof is owned by Filipinos, proof of which may be submitted.</p> <p>a. Prices shall be valid until _____</p> <p>b. Delivery shall be completed within _____ days from receipt of Job or Purchase Order</p> <p>c. Payment within seven days after delivery, acceptance and compliance with payment requirements</p> <p>d. We shall pay a penalty at 1/10 of 1% of the value of the undelivered balance for each day of delay in delivery or completion of work.</p>	<p>PR No: 2022-03-101</p>	<p>PR Date: 9- Mar- 2022</p>
<p>Please quote your best prices on the items below under the stated terms and conditions. If the total amount is P80, 000 or more, submit a bidder's bond in cash, manager's or cashier's check equivalent to 5% thereof.</p> <div style="text-align: center;">  PHILIP EARL H. ACHANZAR Supervising Administrative Officer </div>		

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	400	piece	<p>Customized Polo Shirt</p> <ul style="list-style-type: none"> • Material: Pique Fabric • Color: White with Purple Short Sleeves and Collar • Size: Various (XS-3XL unisex) • Customization: <ul style="list-style-type: none"> ○ Heat- pressed National Women's Month Logo (Logo 1) <ul style="list-style-type: none"> - Design: High resolution soft copy of the logo can be downloaded from: https://drive.google.com/drive/folders/1AWCe3w20zyUWbsQTFH_GfsxACEDDhLFN - Size: 7x 10 inches- design must occupy 70% of the polo shirt area - Position: Center Note: Please do not print on top of the buttons ○ Embroidered CEZA Official Logo (Logo 2) <ul style="list-style-type: none"> - Size: 2x2.5 inches - Position: Top Center of the back part of the polo ○ Embroidered CEZA and GAD Logo (Logo 3) <ul style="list-style-type: none"> - Font: Times New Roman - Font Size: 15 pts - Font Color: Dark Blue - Size: 2x7 inches - Position: Top Center of the pack part of the polo shirt just below the CEZA Official Logo 		

2	200	Customized T-Shirt					
		• Material: Polyester or better					
		• Color: White with Purple Short Sleeves					
		• Size: Various (XS-3XL unisex)					
		• Customization:					
<ul style="list-style-type: none"> ○ Heat- pressed National Women's Month Logo <ul style="list-style-type: none"> - Design: High resolution soft copy of the logo can be downloaded from: https://drive.google.com/drive/folders/1AWCe3w20zvUWbsQTFH_GfsxACEDDhLFN - Size: 12x 8 inches- design must occupy 90% of the T-shirt area ○ Position: Center 							
Note: Cost must be VAT inclusive				TOTAL:			
ENCLOSE THIS FORM IN A SEALED ENVELOPE WITH THE RFQ NUMBER WRITTEN ON THE OUTSIDE AND SUBMIT NOT LATER THAN				TOTAL QUOTATION AMOUNT			
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">DATE March 14, 2022</td> <td style="width: 50%;">TIME 5:00 PM</td> </tr> </table>				DATE March 14, 2022	TIME 5:00 PM	PREPARED BY:	
DATE March 14, 2022	TIME 5:00 PM						
WHEN YOU OR YOUR REPRESENTATIVE IS REQUESTED TO ATTEND THE OPENING OF ALL QUOTATIONS. THE AUTHORITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL QUOTATIONS AND TO IMPOSE ADDITIONAL TERMS AND CONDITIONS IT MAY DEEM NECESSARY.				SIGNATURE			
				NAME			
				POSITION			
BUSINESS NAME / BUSINESS ADDRESS:				PHONE NO. / FAX NO.			