



REQUEST FOR QUOTATION

The Cagayan Economic Zone Authority (CEZA), will undertake a Small Value Procurement for the "Supply and Delivery of CEZA Corporate Gifts and Tokens", in accordance with Section 53.9 of Implementing Rules and Regulations of Republic Act No. 9184.

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| Name of Project | Supply and Delivery of CEZA Corporate Gifts and Tokens |
| Approved Budget for the Contract | Ninety-Four Thousand Pesos (PHP 94,000.00) |
| Specifications | See attached Technical Specifications (Annex B) |
| Location | CEZA Office, Mandaluyong City |
| Delivery Term | Ten (10) days from the receipt of the Notice to Proceed (NTP) or Acceptance of the Purchase Order |

Interested suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement, Authority of Signatory (Secretary Certificate) if applicable, price quotation form (Annex A), and Technical Specification compliance (Annex B) during submission of offer/quotation.


Award of the 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 November 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 inquiries, 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

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| <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 _____ b. Delivery shall be completed within _____ days from receipt of Job or Purchase Order c. Payment within seven days after delivery, acceptance and compliance with payment requirements 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: 2022-10-519 PR Date: OCTOBER 28, 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 |
|---|------|-------|--|---------------|--------|
| I. | 350 | Piece | CUSTOMIZED NOTEBOOKS <ul style="list-style-type: none"> Color: Olive green or any dark green A5 Size With 3x4 CEZA Logo (UV Print) | | |
| II. | 350 | Piece | CUSTOMIZED RECYCLED PEN <ul style="list-style-type: none"> Color: White or green or black | | |
| III. | 350 | Piece | CANVAS ECO-BAG <ul style="list-style-type: none"> 12x10 inches size Color: Off-white With 6x3 inches 3-color print Printing: Silkscreen | | |
| -nothing follows- | | | | | |
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| Note: Cost must be VAT inclusive | | | | TOTAL: | |

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|---|----------------------------------|------------------------|--|
| <p>ENCLOSE THIS FORM IN A SEALED ENVELOPE WITH THE RFQ NUMBER WRITTEN ON THE OUTSIDE AND SUBMIT NOT LATER THAN</p> <table border="1" style="width: 100%; margin: 10px 0;"> <tr> <td style="width: 50%;">DATE NOVEMBER 14, 2022</td> <td style="width: 50%;">TIME 5:00 PM</td> </tr> </table> <p>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.</p> <p>BUSINESS NAME / BUSINESS ADDRESS:</p> | DATE NOVEMBER 14, 2022 | TIME 5:00 PM | <p>TOTAL QUOTATION AMOUNT</p> <p>PREPARED BY:</p> <p>SIGNATURE</p> <p>NAME</p> <p>POSITION</p> <p>PHONE NO. / FAX NO.</p> |
| DATE NOVEMBER 14, 2022 | TIME 5:00 PM | | |

ANNEX B

TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification". Please do not just place a check in the bidder's "Statement of Compliance".

| Item | Technical Specifications | STATEMENT OF COMPLIANCE |
|------|---|-------------------------|
| I. | <u>350 PIECES CUSTOMIZED NOTEBOOKS</u> <ul style="list-style-type: none">• Color: Olive green or any dark green• A5 Size• With 3x4 CEZA Logo (UV Print) | |
| II. | <u>350 PIECES CUSTOMIZED RECYCLED PEN</u> <ul style="list-style-type: none">• Color: White or green or black• With CEZA Logo (UV Print) | |
| III. | <u>350 PIECES CANVAS ECO-BAG</u> <ul style="list-style-type: none">• 12x10 inches size• Color: Off-white• With 6x3 inches 3-color print• Printing: Silkscreen | |
| IV. | SUBMISSION OF SAMPLE OUTPUT AND APPROVAL OF FINAL OUTPUT BY CEZA | |