



REQUEST FOR QUOTATION

The Cagayan Economic Zone Authority (CEZA), will undertake a Small Value Procurement for the “Procurement of Creative Design Services for the Redesigning of the Corporate logo of the Cagayan Economic Zone Authority”, in accordance with Section 53.9 of Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	Procurement of Creative Design Services for the Redesigning of the Corporate logo of the Cagayan Economic Zone Authority
Approved Budget for the Contract	Three Hundred Thousand Pesos (PHP300,000.00)
Specifications	See attached Technical Specifications (Annex B)
Location	CEZA Office, Mandaluyong City
Delivery Term	Three (3) months from the receipt of the Notice to Proceed (NTP) or Acceptance of the Job 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 January 16, 2023, 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

<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: 2023-01-009 PR Date: JANUARY 10, 2023</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>
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ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
I..	1	Lot	Creative Design Services for the Redesigning of the Corporate Logo of the Cagayan Economic Zone Authority		
-nothing follows-					
Note: Cost must be VAT inclusive				TOTAL:	

<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 JANUARY 16, 2023</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>	DATE JANUARY 16, 2023	TIME 5:00 PM	<p>TOTAL QUOTATION AMOUNT</p> <p>PREPARED BY:</p> <p>SIGNATURE</p> <p>NAME</p> <p>POSITION</p>
DATE JANUARY 16, 2023	TIME 5:00 PM		
<p>BUSINESS NAME / BUSINESS ADDRESS:</p>	<p>PHONE NO. / FAX NO.</p>		

TIN: _____

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.	<p>1 LOT CREATIVE DESIGN SERVICES FOR THE REDESIGNING OF THE CORPORATE LOGO OF THE CAGAYAN ECONOMIC ZONE AUTHORITY</p> <p>A. ALL PROVISIONS STATED IN ANNEX C (TECHNICAL SPECIFICATIONS)</p>	

ANNEX C
TECHNICAL SPECIFICATIONS

**PROCUREMENT OF CREATIVE DESIGN SERVICES FOR THE REDESIGNING
OF THE CORPORATE LOGO OF THE CAGAYAN ECONOMIC ZONE
AUTHORITY**

I. INTRODUCTION

The Cagayan Economic Zone Authority (CEZA) was created through Republic Act 7922, otherwise known as the "Cagayan Special Economic Zone Act of 1995", and signed by President Fidel V. Ramos on February 24, 1995. CEZA is a government corporate body tasked to manage and supervise the Cagayan Special Economic Zone and Freeport (CSEZFP) which covers the entire municipality of Sta. Ana and the islands of Fuga, Barit and Mabbag in the municipality of Aparri, Province of Cagayan.

The area is envisioned to be a self-sustaining, eco-friendly Freeport and agro-industrial zone and mixed-use new township development. It is being developed to be a major transshipment center for agro-industrial, light and medium, and high technology and knowledge-based industries with world-class tourism facilities and establishments. It will also provide for residential and commercial districts complete with state-of-the-art utilities and infrastructure support systems.

The development of CSEZFP will be anchored on a tri-nodal development nucleus: the creation of a transshipment industry; agro-industrial development by enhancing agricultural produce and endowments with foreign technology and capital for value-added yield; and the development of tourism and leisure facilities.

II. STATEMENT OF PURPOSE

These Technical Specifications (TS) have been compiled by CEZA solely for the procurement of Creative Design Services for the Redesigning of the Corporate Logo of the Cagayan Economic Zone Authority to provide high-functioning and unique corporate logo that will represent the organization in various marketing and promotional campaigns, formal correspondences, and other communiqué.

As CEZA strengthens its image as a prime mover for development in Northern Luzon, it is important to consider the organization's branding. This includes the execution of corporate brand identity through marketing collateral to promote awareness and generate appreciation and support for its various programs and projects.

A major part of branding is the use of a corporate logo. The current CEZA logo was designed in 1997 and no longer accurately represents the company's brand or values. As the company grows and evolves, its branding may change as well. A new logo can help to better align the company's visual identity with its mission and values.

CEZA is striving to improve and standardize all its offices to local regulatory and ISO 9001:2015 international standards in order to deliver high quality customer services, improve staff productivity and efficiency towards customer service and the Official CEZA Corporate

Logo is the trademark and is the core of CEZA's business and representing the goodwill and reputation of our products and services.

III. CAVEAT

This information is given to assist prospective Creative Design Firm to make their own research and evaluation for the procurement, and to aid them in the preparation of the proposal. CEZA does not guarantee the accuracy and completeness of the information contained in the TS or its various attachments. In all cases, interested parties should conduct their own due diligence, investigation, analysis and projections for the proposed procurement.

By accepting these TS, the recipient acknowledges and accepts that: (1) none of the information contained herein will be used by the recipient or any of its employees or representatives in any manner whatsoever, in whole or in part, other than in connection with its evaluation of the work on the specific basis proposed herein; (2) without limiting the generality of the foregoing, the recipient will not reproduce these TS to any person other than a limited number of the recipient's employees or representatives who have a clear need to know such information; and, (3) any proposed action by the recipient which are inconsistent in any way with the foregoing agreements will require prior written consent of CEZA.

While CEZA is open to all applications from qualified parties, CEZA reserves the right not to accept any proposal, to reject any or all proposals, to waive formalities therein, or to accept such proposals as may be advantageous to CEZA without thereby incurring any liabilities thereof.

IV. OBJECTIVE AND SCOPE OF SERVICES OF THE PROPOSED PROCUREMENT

Cagayan Economic Zone Authority (CEZA) is looking for Creative Design Firm and intends to bid out the **Procurement of Creative Design Services for the Redesigning of the Corporate Logo of the Cagayan Economic Zone Authority** in accordance with the 2016 Revised Implementing Rules and Regulations of RA 9184 also known as the Government Procurement Reform Act with the following scope.

A. Conceptualization

The service provider shall conceptualize a high-functioning and unique corporate logo.

B. Presentation

The service provider shall prepare at least three (3) logo studies in horizontal format.

C. Logo Rationale

The service provider shall provide rationale for the logo.

D. Official Font

The service provider shall identify or design an official font for the logo.

E. Layout and Design

The service provider shall provide logo layout for the following:

- a. Letterhead;
- b. Envelopes; and
- c. Calling Cards.

F. Artwork

The service provider shall provide the following:

- a. Final artwork of logo in horizontal and vertical format; and
- b. Final artwork of master logo, corporate letterhead and corporate calling cards.

G. Usage Guide

The service provider shall prepare at least four (4) pages guide on the proper usage of the corporate logo.

H. Output

The service provider shall provide a printed copy and digital copy (USB Drive) of all the materials.

V. QUALIFICATION

The service provider should meet the following requirements:

- A. A Filipino owned firm;
- B. Must have been in graphic design business for at least 10 years
- C. Must have a client profile that includes at least 10 top publicly listed companies and top government institutions with projects in the last 10 years
- D. Must have won at least 10 top awards for design from international and local award-winning bodies in the last 10 years

VI. DURATION OF THE CONTRACT

The contract term shall be for a period of three (3) months and shall commence after the receipt of Notice to Proceed.

VII. APPROVED BUDGET OF THE CONTRACT

The approved budget for the contract of the project is **Three Hundred Thousand Pesos Only (₱ 300,000.00)** inclusive of VAT.

VIII. PAYMENT TERMS

Partial payment is allowed with the following schedule.

Item	Particulars	Payment
1	Completion of the Logo Rationale	45%
2	Completion of the Project	45%
3	Acceptance of the Project	10%

IX. MODE OF PROCUREMENT

The mode of procurement shall be through Negotiated Procurement – Small Value Procurement, as provided under the 2016 Revised IRR of Republic Act (RA) No. 9184 (updated as of 31 March 2021).

X. RESERVATION CLAUSE

The Cagayan Economic Zone Authority (CEZA) reserves the right to reject any and all bids, declare a failure of bidding or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.