



REQUEST FOR QUOTATION

The Cagayan Economic Zone Authority (CEZA), will undertake a Negotiated Procurement – Small Value Procurement for the “Supply and Delivery of Polo Shirts”, in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Reform Act (Updated as of 15 January 2024).

Name of Project	Supply and Delivery of Polo Shirts
Approved Budget for the Contract	Three Hundred Thousand Pesos (₱300,000.00)
Specifications	See the attached Technical Specifications (Annex B)
Location	CEZA Office, Mandaluyong City
Delivery Term	See the attached Schedule of Requirements (Annex C)

Interested suppliers are required to submit their valid and current Mayor’s/Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement and 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 10:00 A.M. of March 11, 2024, 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 by 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,

(SGD.) PERLA C. TUMALIUAN 
BAC Chairperson

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 ☎ (+6328) 291 6704 to 08</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 1/10th of 1% of the value of the undelivered balance for each day of delay in delivery or completion of work.</p>	<p>PR No: 2024-03-227</p>	<p>PR Date: MARCH 6, 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; margin-top: 20px;">  PHILIP EARL H. ACHANZAR Supervising Administrative Officer </div>		

ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1 LOT OF POLO SHIRTS					
I.	300	Piece	POLO SHIRTS <ul style="list-style-type: none"> • Honeycomb • 1x1 rib flat knitted collar • Double-needle sleeve and bottom hem • Neck tape 2-button placket • Color white • With embroidered 2x4" CEZA Logo at the left chest and 0.40x1.60" www.ceza.gov.ph at the back 3" below the collar • Sizes and Counts <ul style="list-style-type: none"> ○ XS – 10 ○ S – 31 ○ M – 79 ○ L – 108 ○ XL – 41 ○ 2XL – 19 ○ 3XL – 7 ○ 4XL – 3 ○ 5XL – 2 		
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			<input type="radio"/> 2XL – 19 <input type="radio"/> 3XL – 7 <input type="radio"/> 4XL – 3 <input type="radio"/> 5XL – 2				
			-nothing follows-				
			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"> <tr> <td>DATE MARCH 11, 2024</td> <td>TIME 10:00 AM</td> </tr> </table>			DATE MARCH 11, 2024	TIME 10:00 AM	PREPARED BY:		
DATE MARCH 11, 2024	TIME 10:00 AM						
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.				

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.	1 LOT OF POLO SHIRTS			
	300	Piece	POLO SHIRTS <ul style="list-style-type: none"> • Honeycomb • 1x1 rib flat knitted collar • Double-needle sleeve and bottom hem • Neck tape 2-button placket • Color white • With embroidered 2x4” CEZA Logo at the left chest and 0.40x1.60” www.ceza.gov.ph at the back 3” below the collar • Sizes and Counts <ul style="list-style-type: none"> ○ XS – 10 ○ S – 31 ○ M – 79 ○ L – 108 ○ XL – 41 ○ 2XL – 19 ○ 3XL – 7 ○ 4XL – 3 ○ 5XL – 2 	
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		Compliance with the Schedule of Requirements		

ANNEX C
SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	White Polo Shirts	300	300	Three (3) days from the receipt of the Purchase Order
	Black Polo Shirts	300	300	Fifteen (15) days from the receipt of the Purchase Order