



REQUEST FOR QUOTATION

The Cagayan Economic Zone Authority (CEZA), will undertake a Shopping for the “Supply and Delivery of Office Supplies”, in accordance with Section 52.1 (b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Reform Act (Updated as of 03 July 2023).

Name of Project	Supply and Delivery of Office Supplies
Approved Budget for the Contract	One Hundred Forty-Four Thousand Seven Hundred Sixty-Three Pesos and Sixteen Centavos (₱144,763.16)
Specifications	See attached Technical Specifications (Annex B)
Location	CEZA Office, Mandaluyong City
Delivery Term	Seven (7) days from the receipt of the Purchase Order

Interested suppliers are required to submit their valid and current Mayor’s/Business Permit, PhilGEPS Registration Number, price quotation form (Annex A), and Technical Specifications compliance (Annex B) during the submission of the 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 AM of October 2, 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 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,

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: 2023-09-654 & 2023-09-673</p> <p>PR Date: SEPTEMBER 5, 2023 & SEPTEMBER 12, 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
A.					
I.					
1 LOT OF OFFICE SUPPLIES					
	300	Pad	POST-IT, NOTE-PAD, 3x3		
	600	Piece	PEN, SIGN, BLACK		
	300	Piece	DATA FOLDER <ul style="list-style-type: none"> Width 75 mm Height 230 mm Length 380 mm Spine is provided with a finger ring and clear plastic pocket for the insert 		
	1000	Piece	FOLDER, PRESSBOARD, PLAIN		
	1000	Piece	FOLDER, TAGBOARD, SHORT		
	60	Piece	MARKING PEN, PERMANENT, BLACK		
	100	Box	CLIP PAPER, COATED PLASTIC, JUMBO		
	50	Piece	PENCIL		
	156	Pad	POST-IT, NOTE-PAD, 2x3		
	102	Roll	TAPE, MASKING 2"		
	102	Roll	TAPE, PACKAGING 2"		
	60	Roll	TAPE, TRANSPARENT 2"		
	120	Piece	MARKING PEN, WHITEBOARD, BLUE		
	156	Pad	POST-IT, NOTEPAD, 3x4		
	100	Piece	NOTEBOOK, STENO		
	50	Piece	SCISSORS		
	102	Roll	TAPE, MASKING 1"		
	180	Roll	TAPE, TRANSPARENT 1"		
	100	Piece	CLEARBOOK, SHORT, BLACK		
	150	Piece	CLEARBOOK, LONG, BLACK		
			-nothing follows-		
			Note: Cost must be VAT-inclusive	TOTAL:	

ANNEX A

ENCLOSE THIS FORM IN A SEALED ENVELOPE WITH THE RFQ NUMBER WRITTEN ON THE OUTSIDE AND SUBMIT NOT LATER THAN		TOTAL QUOTATION AMOUNT	
DATE OCTOBER 2, 2023		TIME 10:00 A.M.	
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.		PREPARED BY:	
		SIGNATURE	
		NAME	
BUSINESS NAME / BUSINESS ADDRESS:		POSITION	
		PHONE NO. / FAX NO.	

TIN: _____

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.	1 LOT OF OFFICE SUPPLIES			
	300	Pad	POST-IT, NOTE-PAD, 3x3	
	600	Piece	PEN, SIGN, BLACK	
	300	Piece	DATA FOLDER <ul style="list-style-type: none"> • Width 75 mm • Height 230 mm • Length 380 mm • Spine is provided with a finger ring and clear plastic pocket for the insert 	
	1000	Piece	FOLDER, PRESSBOARD, PLAIN	
	1000	Piece	FOLDER, TAGBOARD, SHORT	
	60	Piece	MARKING PEN, PERMANENT, BLACK	
	100	Box	CLIP PAPER, COATED PLASTIC, JUMBO	
	50	Piece	PENCIL	
	156	Pad	POST-IT, NOTE-PAD, 2x3	
	102	Roll	TAPE, MASKING 2”	
	102	Roll	TAPE, PACKAGING 2”	
	60	Roll	TAPE, TRANSPARENT 2”	
	120	Piece	MARKING PEN, WHITEBOARD, BLUE	
	156	Pad	POST-IT, NOTEPAD, 3x4	
	100	Piece	NOTEBOOK, STENO	
	50	Piece	SCISSORS	
	102	Roll	TAPE, MASKING 1”	
	180	Roll	TAPE, TRANSPARENT 1”	
	100	Piece	CLEARBOOK, SHORT, BLACK	
150	Piece	CLEARBOOK, LONG, BLACK		