



## REQUEST FOR QUOTATION

The Cagayan Economic Zone Authority (CEZA), will undertake a Small Value Procurement for the “Supply and Delivery of Office Cleaning Equipment and Materials”, 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 03 July 2023).

<b>Name of Project</b>	Supply and Delivery of Office Cleaning Equipment and Materials
<b>Approved Budget for the Contract</b>	Sixty-Three Thousand Two Hundred Fifty Pesos (₱63,250.00)
<b>Specifications</b>	See attached Technical Specifications (Annex B)
<b>Location</b>	CEZA Corporate Center, Sta. Ana, Cagayan
<b>Delivery Term</b>	Seven (7) days from the receipt of the Purchase Order (PO)

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 AM of August 10, 2023, at the Cagayan Economic Zone Authority, 10<sup>th</sup> 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](mailto:bacsecretariat@ceza.gov.ph).

For inquiries, you may contact us at Tel. No. 8291-6704 to 8 and email [bacsecretariat@ceza.gov.ph](mailto:bacsecretariat@ceza.gov.ph).

Very truly yours,

**PERLA C. TUMALIUAN**  
BAC Chairperson

# ANNEX A REQUEST FOR QUOTATION

<p><b>TO: CAGAYAN ECONOMIC ZONE AUTHORITY</b> 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: 2023-07-513      PR Date: JULY 18, 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;">   <b>PHILIP EARL H. ACHANZAR</b>  Supervising Administrative Officer </div>
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ITEM NO.	QTY.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
<b>A. Pediatric Medicines</b>					
<b>I. 1 LOT OF OFFICE CLEANING EQUIPMENT AND MATERIALS</b>					
	1	Unit	<b>Floor Polisher</b> Measurement: 53.34cm x 43.1cm (dia) x 119.38cm (cord) Material: Stainless		
	6	Piece	<b>Window Wiper with Handle</b> Measurement: 60-100cm (height), 20 cm (length) Material: Soft Rubber Blade and Nylon		
	2	Unit	<b>Mop with Bucket and Wringer (Not less than 19 Liters)</b> Measurement: 59cm x 43cm x 78cm Material: Plastic		
	6	Piece	<b>Floor Mop</b> Measurement: 9cm x 5cm x 147cm Material: Plastic		
	1	Unit	<b>Aluminum Ladder</b> Measurement: Folded (128cm x 38cm x 27cm); Maximum length – not less than 475cm Material: Aluminum Feature: Foldable		
-nothing follows-					
<b>Note: Cost must be VAT inclusive</b>				<b>TOTAL:</b>	

<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-top: 10px;"> <tr> <td style="width: 50%;">DATE <b>AUGUST 10, 2023</b></td> <td style="width: 50%;">TIME <b>10:00 AM</b></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 <b>AUGUST 10, 2023</b>	TIME <b>10:00 AM</b>	<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 <b>AUGUST 10, 2023</b>	TIME <b>10:00 AM</b>		
<p>BUSINESS NAME / BUSINESS ADDRESS:</p>			

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
<b>I.</b>	<b>1 LOT OF OFFICE CLEANING EQUIPMENT AND MATERIALS</b>		
	1	<b>Unit</b> <b>Floor Polisher</b> Measurement: 53.34cm x 43.1cm (dia) x 119.38cm (cord) Material: Stainless	
	6	<b>Piece</b> <b>Window Wiper with Handle</b> Measurement: 60-100cm (height), 20 cm (length) Material: Soft Rubber Blade and Nylon	
	2	<b>Unit</b> <b>Mop with Bucket and Wringer (Not less than 19 Liters)</b> Measurement: 59cm x 43cm x 78cm Material: Plastic	
	6	<b>Piece</b> <b>Floor Mop</b> Measurement: 9cm x 5cm x 147cm Material: Plastic	
	1	<b>Unit</b> <b>Aluminum Ladder</b> Measurement: Folded (128cm x 38cm x 27cm); Maximum length – not less than 475cm Material: Aluminum Feature: Foldable	