



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**REQUEST FOR QUOTATION**

The Tourism Infrastructure and Enterprise Zone Authority (TIEZA) through its Bids and Awards Committee shall undertake a Small Value Procurement for the **SUPPLY AND DELIVERY OF 200 PCS NOTEBOOK WITH CORPORATE LOGO AND OTHER LINE ITEMS FOR THE USE OF PROMO MATERIALS FOR THE RATE REBASING PUBLIC INFORMATION/CONSULTATION AND CORPORATE SOCIAL RESPONSIBILITY ACTIVITIES AS PER PR NO. 22-11-0707**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : **SUPPLY AND DELIVERY OF 200 PCS NOTEBOOK WITH CORPORATE LOGO AND OTHER LINE ITEMS FOR THE USE OF PROMO MATERIALS FOR THE RATE REBASING PUBLIC INFORMATION/CONSULTATION AND CORPORATE SOCIAL RESPONSIBILITY ACTIVITIES AS PER PR NO. 22-11-0707**
- Approved Budget for the Contract : Two Hundred Twenty Four Thousand Pesos Only (Php 224,000.00)
- Description : **200 pcs NOTEBOOK WITH CORPORATE LOGO**  
*Specifications:*  
Cover texture gamoza  
Size: Height 8" x Width 5.5"  
Paper: 50 leaves/100 pages/80 gsm  
**200 pcs UMBRELLA WITH CORPORATE LOGO**  
*Specifications:*  
Type: Single canopy  
Color: Blue  
Size: 30" in diameter  
Post: Fiber  
Black handle: Straight  
Ribs: Fiber  
Panel: 8 panels  
**200 pcs BODY BAG/SLING BAG WITH LINING WITH CORPORATE LOGO**  
*Specifications:*  
Material: Crinkle nylon project  
Size: 10.5" x 12"  
Design: Full color  
Print: Silkscreen/Full sublimation  
With outside pocket: 6" x 9.5" with flap  
With inner pocket: 6" x 6" with zipper (one side)  
Handle: Heavy duty/adjustable  
Design: Cordillaera accent/Inabel weave  
**200 pcs POUCH WITH ZIPPER WITH CORPORATE LOGO**  
*Specifications:*  
Size: Height 5.3" x Width 7.5"  
Made: Canvass  
Color: TIEZA blue pantone 302c  
Size strap: 6.5"  
Print: Full color printing (front and back)

- Before bidding, the supplier shall ensure availability of the specified material/s.
- Winning bidder shall submit a sample within seven days upon receipt of the Job Order (J.O.) for approval by the requesting department prior to production.
- If said bidder does not comply with the requirements/ standards/ specifications, the next qualified bidder shall be considered and shall comply with the item description as well as submit a sample for approval.
- If finished product/s which have been delivered are not consistent with the approved sample, the end-user shall disapprove and return the item/s for revision by the winning bidder.

Delivery Location : TIEZA Regulatory Office, UP Asian Institute of Tourism, Commonwealth Avenue, Diliman, Quezon City

Delivery Schedule : 15 Calendar days upon receipt of the Notice to Proceed

In line with the government's directive to ensure safety and prevent the spread of COVID-19, please be guided that the submission of the following documents shall be online. Interested suppliers are required to submit electronic copy of the following:

1. Valid and current **Mayor's Permit** or Proof of Application in case expired;
2. **Income/Business Tax Return** (required for projects with ABC above Php500, 000.00),
3. **PhilGEPS Registration Number**
4. **Omnibus Sworn Statement** (see attached format) duly notarized with attached **Secretary's Certificate** authorizing the representative (If a partnership, corporation, cooperative, or joint venture)
5. **Price Quotation Form** (***BIDDERS ARE REQUIRED TO USE THE ATTACHED***) upon submission of proposal. The authorized representative as identified in the Omnibus Sworn Statement shall be the signatory in the proposal/price quotation form.

A password protected electronic copy of the quotation and above requirements (in pdf/img/jpg format) shall be sent to the BAC Secretariat at [tiezabac.online@gmail.com](mailto:tiezabac.online@gmail.com) **on or before 1:00 PM of December 12, 2022**. Please indicate in the email subject the Name of the Project. **Deadline of submission is 1:00 PM of December 12, 2022.**

A system-generated acknowledgement reply shall be sent to the supplier's email indicating the actual date and time of receipt of the submission.

Suppliers shall then send another email to the BAC Secretariat at [tiezabac.online@gmail.com](mailto:tiezabac.online@gmail.com), indicating the password of the previously sent electronic files **after 1:00 pm up to 2:00 pm of December 12, 2022**.

**Same time submission of password-protected quotation and password shall not be considered.**

Please indicate the following in the email subject:

- PR No./Name of the Project/Password

Prior to the deadline of submission of quotations, a submitted quotation may be modified, revised, or replaced by the interested suppliers. They may send the modified or revised version of their electronic quotations and required documents to [tiezabac.online@gmail.com](mailto:tiezabac.online@gmail.com) prior to the scheduled bid opening.

For modified/revised submissions, please indicate the following in the email subject:

- PR No./Name of the Project/Modified Submission

No modification or alteration of quotation shall be allowed after the abovementioned closing time and date.

Please note that quotations submitted beyond the deadline (late submission) shall not be opened and deemed disqualified.

Non submission of any of the required documents shall be a ground for disqualification.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above.

In case there is none or the required number of quotations are not received, the deadline for submission may be extended three (3) times in accordance with Annex H of the 2016 Revised IRR of R.A. 9184.

For inquiries, you may contact **BAC Secretariat at 8249-5986 Local 713/714** every Monday to Thursday 8:00 am to 5:00 pm.

  
**ATTY. NIÑO RUPERTO F. AQUINO**  
*Chairperson*  
Bids and Awards Committee