



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, DELIVERY AND INSTALLATION OF 2 UNITS PHOTOCOPYING MACHINE AND OTHER LINE ITEM FOR THE USE OF TIEZA REGULATORY OFFICE AS PER PR NO. 22-11-0680**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : **SUPPLY, DELIVERY AND INSTALLATION OF 2 UNITS PHOTOCOPYING MACHINE AND OTHER LINE ITEM FOR THE USE OF TIEZA REGULATORY OFFICE AS PER PR NO. 22-11-0680**
- Approved Budget : Four Hundred Five Thousand Pesos  
for the Contract (Php 405,000.00)
- Description : **2 units PHOTOCOPYING MACHINE**  
Specifications:  
- A3 color multifunction printer  
- Resolution: up to 4,800 x 1,200 dpi  
- Max draft text memo (A4) approx.. 35 ppm/35ppm  
- Maximum copying size up to A3  
- With automatic document feeder  
- Paper feed method friction feed  
- Paper hold capacity  
- Input capacity up to 335 sheets (80g/m)  
- Option paper cassettes  
- Paper weight: 64-90 g/m  
1 unit Delivery cost RO TIEZA RO Office, Boracay Islan, Malay, Aklan
- Delivery Location : TIEZA RO UP-AIT, Quezon City, Metro Manila  
TIEZA-RO, Boracay Island, Malay, Aklan
- Delivery Schedule : 30 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 16, 2022**. Please indicate in the email subject the Name of the Project. **Deadline of submission is 1:00 PM of December 16, 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 16, 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