



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 2 PCS DATE STAMP MACHINE AND OTHER LINE ITEMS FOR RECORDS FILING ROOM AS PER PR NO. 24-10-0574**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **SUPPLY AND DELIVERY OF 2 PCS DATE STAMP MACHINE AND OTHER LINE ITEMS FOR RECORDS FILING ROOM AS PER PR NO. 24-10-0574**

Approved Budget for the Contract : Sixty One Thousand Seven Hundred Sixty Pesos Only (Php 61,760.00)

Description : **2 PCS DATE STAMP MACHINE**

- Color: Black
- Side Printing
- Time Recorder

Programmable Setting

3-4 Liner Printing Stamp (Font: Cambria)

Automatic Daylight saving time adjustment

Prints up to 8 consecutive number w/ auto reset function

With customized comment imprint

**1 PC REAM CUTTER HEAVY DUTY**

Color: Black

Cutting Size: up to A3 with measuring scale

Max Cutting size: 1.5 inches

Easy Cutting and changing blade, Pressing Lightly

**12 SETS BOOKENDS SOLID**

Color: Black

Set of 2

**12 SETS DOCUMENT FILE FOLDER FOR QMS**

Color: Blue

Size: a4

2 inches thick with 2 rings

Delivery Location : Tower 1, Double Dragon Plaza, Pasay City

Delivery Schedule : 15 calendar days upon receipt of Notice to Proceed

Interested suppliers are required to submit the following:

1. Valid and current **Mayor's Permit** (*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, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable** 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.

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

Any interlineations, erasures or overwriting shall be valid only if signed or initialed by the bidder or his/her duly authorized representative/s.

Sealed Quotation/s attached with the required supporting documents shall be submitted face-to-face to the BAC Secretariat, Tourism Infrastructure and Enterprise Zone Authority (TIEZA) 7<sup>th</sup> Floor, Tower 1, Double Dragon Meridian Tower, Diosdado Macapagal Ave. cor. EDSA Extension, Pasay City on or before **18 November 2024 at 1:00 PM.**

For inquiries, you may contact **BAC Secretariat at 8249-5986 Local 713/714** from Mondays to Thursdays at 8:00 am to 7:00 pm.

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