Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

Date	October 09, 2025

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with Sec. 53.9 of the Updated 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	**Procurement of Venue, Meals & Room Accommodation for the Conduct of 2025 2nd PEZA-Wide Management Review on Nov. 04-05, 2025**
Description/Specifications	**Attached Annex "A"**
Approved Budget for the Contract (ABC)	**Php 198,100.00**
Deadline of Submission of Bid	**October 16, 2025, 5:00 pm**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids **Corporate Planning Department (CPD), 8thFloor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or through email (bacsec@peza.gov.ph) together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K *Note: For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.*
✓	Income / Business Tax Return (for ABC above 500k) Latest Income Tax Return filed via eFPS (*For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR*) **or** Latest Business Tax Return filed via eFPS (*Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date*)
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

Award of contract shall be given to the lowest calculated and responsive bidder per item which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact CPD at telephone nos. (02) 8551-3438 / (02) 85513451 local 232 or 8806-5644 or cpd@peza.gov.ph.

ACTING GM ROWENA T. NAGUIT
MANAGEMENT INFORMATION SYSTEM AND CORPORATE PLANNING GROUP

RFQ No.	ISO-2025-10-04

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ACTING GM ROWENA T. NAGUIT
MANAGEMENT INFORMATION SYSTEM AND CORPORATE PLANNING GROUP
8th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

Dear GM Naguit:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

Description	Bid Price (PHP)
Procurement of Venue, Meals & Room Accommodation for the Conduct of 2025 2nd PEZA-Wide Management Review on Nov. 04-05 Please see attached Annex B for the detailed technical specifications.	
	(Inclusive of VAT)

NAME OF STORE :_____

ADDRESS : _____

PHILGEPS REG. NO. : _____

TIN : _____

AUTHORIZED SIGNATORY:_____
(Signature over Printed Name)

DATE :_____

CONTACT NOS. :_____

EMAIL ADDRESS :_____

INSTRUCTIONS:

(1) Accomplish this Form correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.
(5) Bids exceeding the ABC shall be automatically disqualified.

RFQ No.	ISO-2025-10-04

Annex "B"

Technical Specifications

ITEM	Specifications	Statement of Compliance (State whether "comply" or "not Comply")
I	AVAILABILITY • Venue, accommodation, and catering service requirements must be available on the specific dates: November 04-05, 2025	
II	LOCATION AND SITE CONDITIONS 1. Accessibility: Must be within 15km radius of Tagaytay City, Cavite and travel time of not more than three (3) hours from PEZA Head Office, DoubleDragon Center West, DD Meridian Park, Macapagal Ave., Pasay City. 2. Parking space Must have available parking for pick-up ad drop-of within walking distance from the venue.	
III	PUBLIC SERVICE INFRASTRUCTURE 1. Healthcare Facilities Must be 15-30 minutes away from any Hospital/Clinics 2. Police and fire stations Must be 15-30 minutes away from Police and Fire Stations 3. Banking and Commercial Establishments Must be 15-30 minutes away from any Banking and Commercial Establishments	
IV	VENUE 1. Structural condition Facilities / Amenities to be used must have structural integrity 2. Functionality a) Conference / Function Rooms Room can accommodate tables and chairs for 38 pax noting the following: • Standby Technical and engineering assistance for lights and sounds. • Set-up must be ready at least 1-hour before the activity b) Room arrangement • 1 Room for 1 occupancy • 1 Room for double occupancy near the 1 occupancy room • 35 Rooms for double occupancy or as available. • Rooms for 2 days 1 night on November 04-05, 2025 c) Lighting, Ventilation and Air-conditioning • Air-conditioned room and conference room • All rooms must have adequate lighting and ventilation	

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3. Facilities

a) Lighting system and audio-visual equipment
- Projector and white screen projector (min. of 6ft x 8ft)
- Wireless microphones (min. of 2)
- Podium (or similar)

b) Water supply and restroom
- With accessible restroom/s near the conference room
- Water must be available all the time on the designated areas (restrooms for both common and private rooms)

c) Elevators
- Accessible near the conference room and rooms of participants
- Stairway must be well-lighted and safe to access

d) Fire escapes and firefighting equipment
- Must have a fire escape or emergency exit plan with visible signages
- Must have available fire extinguisher per room and other fire safety equipment as per the National Building Code of the Philippines

e) Internet and telecommunications
- Wifi access in venue and rooms for participants

4. Catering Services

a) Meals for 38 pax
- Preparation of Halal meals/snacks for 2 pax

Meals/Snack	Nov.04	Nov.05	Total
Breakfast		✓	1
AM Snack	✓	✓	2
Lunch	✓	✓	2
PM Snack	✓	✓*	2
Dinner	✓		1

* packed

b) Managed buffet (preferred)
- Themed menu for lunch and dinner (i.e. Japanese, Korean, Filipino, etc.)
- Menu to be discussed upon issuance of NOA
- 2 viands (combination of 2 meat)
- Steamed rice
- Side veggies or salad
- Dessert
- Juice / soda

c) With finger foods during the morning activities

d) With free-flowing coffee, tea and water

5. Other requirements: Maintenance, attractiveness, and security

- Janitorial services
- With standby utility in the conference room

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	• The venue must be well-guarded to ensure the safety of participants and personal properties owned by PEZA and its employees, including its service vehicle. 6. Client satisfaction The venue must have a satisfactory rating of at least 80% or 3.5 stars from clients from online or reliable review sources.	
	Mode of payment: Send bill Price inclusive of all taxes and charges	

AUTHORIZED SIGNATORY: _____
(Signature over Printed Name)

DATE : _____

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Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address

- Submit the filled-up (Annexes A and B) Forms by email or physically at the following address:

  8th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: November 04-05, 2025

- Provider must be within 15-kilometer radius from the venue

- Terms of Payment:

  Through Cheque / 15 working days upon receipt of Original Sales Invoice.