Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	RFQ No. ZONCR-2025-08-02
Date	08/07/2025

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

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

Name of Procurement Project	Procurement of AM snacks with coffee and juice for ZONCR IT Locators' Orientation on Zone Processes on **28 August 2025**
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php 44,790.00
Deadline of Submission of Bid:	**Monday, 18 August 2025 4:00PM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Zone Office NCR, 8th Floor, Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given 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.
- ✓ PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
- ✓ Annual Income Tax Return
  Note:
  - **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)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact **Zone Office NCR at 8551-3451 loc. 433/434 or email us at zoneoffice.ncr@peza.gov.ph**

MS. BERNADETTE B. CARBONELL
OIC – Zone Manager
Zone Office NCR (ZONCR)

RFQ No.	RFQ No. ZONCR-2025-08-02

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

MS. BERNADETTE B. CARBONELL
OIC – Zone Manager
Zone Office NCR (ZONCR)
8th Floor Double Dragon Center, West Building, Macapagal Blvd.Pasay City

Dear Madam:

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:

No.	Description	Total Bid Price
1 Lot	Procurement of AM snacks with coffee and juice for ZONCR IT Locators' Orientation on Zone Processes on **28 August 2025** Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

COMPANY NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____
Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

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.

Annex "B"

Terms of Reference

Procurement of AM snacks with coffee/juice for ZONCR IT Locators' Orientation on Zone Processes on 28 August 2025

		Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
I	**ACTIVITY** **Description:** Procurement of AM snacks with coffee and juice for ZONCR IT Locators' Orientation on Zone Processes **Date of Event:** 28 August 2025 **Time:** 8:00AM to 12:00NN **Venue:** PEZA Auditorium, 10th Floor, DoubleDragon Center West, 8 Meridian Avenue, DD Meridian Park, Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City, Metro Manila **No. of Participants:** 90 pax	
II	**COVERAGE** **Service:** Packed AM snacks with juice and coffee **Menu:** - Pasta, Chicken, Sandwich, Pastry/Brownie/Peanut Butter Bar, Juice (2 servings), Unlimited coffee Note: This should be ready by **7:45 AM**	
III	**APPROVED BUDGET FOR THE CONTRACT (ABC)** Total Approved Budget for the Contract (ABC): Php 44,790.00	
IV	**MODE OF PAYMENT** a. Send bill b. Price inclusive of all taxes and charges	

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

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 Forms (Annexes A and B) manually at the following address;

  Manually : Zone Office NCR, 8th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: Monday, 28 August 2025, 7:00 AM

- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.

- Winning Bidder must deliver the items/services to the following address:
  - PEZA Auditorium, 10th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City