Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	BAC-2026-02-001
Date	06 Feb 2026

REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with **Section 34** of the Implementing Rules and Regulations of the **Republic Act No. 12009**.

Name of Procurement Project	Procurement of Goods and Services for the PEZA Sportsfest 2026
Description/Specifications	(Please refer to the attached Annex B)
Approved Budget for the Contract (ABC)	

LOT NO.	TITLE OF THE PROJECT	ABC
1	Sports Team Uniform	P 499,866.00
2	Events Management Services	P 276,420.00
3	Packed Meals	P 402,200.00
Total ABC for the Project		*P 1,178,486.00*

Deadline of Submission of Bid:	February 13, 2026 9:00AM

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to the **Bids and Awards Committee, 8th Floor Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City**.

Bidders must submit sealed quotation/s **per lot** 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)*
✓	Business and Annual Income Tax Return for ABC above 500K Note: ○ **Latest Income Tax Return filed via eFPS with proof of payment and filing, as applicable** (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) **and** ○ **Latest Business Tax Return filed via eFPS, with proof of payment and filing** (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 the Bids and Awards Committee through the Secretariat at **(02) 8551-3451 loc. 338 or email us at bacsec@peza.gov.ph.**

ROWENA T. NAGUIT
Chairperson
Bids and Awards Committee

RFQ No.	BAC-2026-02-001

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

REWENA T. NAGUIT
Chairperson
BIDS AND AWARDS COMMITTEE
8th Floor Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay

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 and other charges* for the following items:

No.	Description	Total Bid Price
	Procurement of Goods and Services for the PEZA Sportsfest 2026	
	Total	

COMPANY/CLINIC NAME : _____
ADDRESS : _____

PHILGEPS REG. NO. : _____
BIR TIN No. : _____
AUTHORIZED SIGNATORY: _____
Signature Over Printed Name

DATE : _____
CONTACT NO. : _____
EMAIL ADDRESS : _____

For proper withholding tax and VAT treatment, may we confirm if your company is VAT-registered or non-VAT? _____

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"
TECHNICAL SPECIFICATION/ TERMS OF REFERENCE

Procurement of Goods and Services for the PEZA Sportsfest 2026

Instructions: For each lot being bid, bidders shall indicate "Comply" or "Not Comply" for every item listed below and shall state the specific page number(s) of their proposal or technical documents where compliance with the requirement is demonstrated.

LOT 1 - SPORTS TEAM UNIFORM

REQUIREMENTS	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
TEAM UNIFORM	
1. Basketball Jersey Set (full sublimation) – 80 pairs	
2. Volleyball Jersey Set (full sublimation) - 120 pairs	
3. Dri-fit sleeveles(full sublimation) – 130 pcs	
4. Members of Committee Shirt - 30 pcs	
5. Team Banners - 4	
Specifications:	
a) Materials: US/imported Fabric Polydex 130-140GSM (dri-fit) high quality and original materials	
b) Sleeveless: with name and number	
c) Short: Garterized waist	
d) Committee Shirt - Insert or Vneck Collar with Print; print	
e) Team Banners approx 3ftx 4ft includes team name, color and logo of PEZA	
f) Print; Full bleed sublimation printing, vibrant and non-fading quality print,design will be subject for approval	
g) Customization: Free personalized design lay-outing, name and number	
h) Packaging: Each jersey shall be folded neatly and placed in a transparent plastic bag for easy distribution per team.	
i) Must be available in various sizes including XS,S,M,L,XL,2XL,3XL AND 4XL)	
j) Design provided of the client must secure approval before the final printing of the uniform.	

k) Final breakdown of sizes will be provided by the client	
l) Delivery should be on or before 20 February 2026	
GAME OFFICIATING AND SPORTS EQUIPMENT RENTAL	
Opening Ceremony & Games: February 28, 2026	
Indoor/Table Games: *March 6, 2026*	
Championship: *March 7, 2026*	
1. Head Referees	
One (1) per sport (Basketball, Volleyball, Badminton, Table Tennis, Chess, Darts, Esports Word Scrabble)	
Qualifications:	
a) Minimum 2 years of experience officiating organized tournaments	
b) Must have handled the specified sport in prior corporate, school, or league events	
c) With relevant certifications or training (e.g., FIBA, PAVA, PRISAA, DepEd-accredited officiating seminar)	
2. Assistant Referees / Line Judges	
• Two (2) per team sport (Basketball, Volleyball, Badminton)	
Qualifications:	
a) At least **1-year experience** as assistant referee or line judge	
b) Familiarity with rules and in-game responsibilities	
c) With certificate of training or recommendation from sports coordinator or recognized body	
3. Timekeepers	
• One (1) per sport requiring timed gameplay (e.g., Basketball, Volleyball, Esports)	
Qualifications:	
a) Knowledgeable in using timers, scoreboards, and buzzers	
b) Must have prior experience managing match time in formal games	
4. Scorekeepers	
• One (1) per match	
Qualifications:	

a) Experience in maintaining official score sheets and tally systems	
b) Organized and detail-oriented	
c) Familiarity with scoring systems of different sports	
5. Physical Therapist (for Opening and Closing Ceremony only)	
a) One (1) Physical Therapist present on Opening Day and Championship (2 days)	
b) Qualifications:	
c) At least 1–2 years clinical or field experience	
d) Familiar with sports injury protocols, taping, and muscle conditioning techniques	
General Notes:	
1. Supplier must submit a proposed list of sports materials and equipment to be used subject for approval	
2. Attached is the Sports Format for reference and total number of games per sports	
3. All personnel must report 30 minutes before call time	
4. All personnel must wear **appropriate uniform and visible company ID** at all times.	
5. There will be a **total of four (4) teams competing** during the Sportsfest.	
6. Required to **submit a post-game report** including but not limited to game results, statistics, scores, and any incidents.	
TROPHIES AND MEDALS	
Total of Four (4) Trophies	
Overall Champion - 25 inches	
1st Runner Up - 20 inches	
2nd Runner Up - 15 inches	
3rd Runner Up - 10 inches	
Material and Design Description	
a) Base: Premium stained solid wood base (mahogany or walnut finish)	
b) Resin or high-quality molded material inspired by fantasy/goblet design	
c) Color: Metallic finish (antique gold/silver/bronze) with elegant accents	

d) No sharp edges – must have smooth and safe design	
e) Engraving/Plate: Metal or acrylic plate bearing PEZA Logo and Award Title	
Total of Twenty Five (25) Acrylic Medals	
a) Material and Design Description	
b) Diameter of 3 to 3.5 inches and Thickness of 3mm	
c) Printed with PEZA Logo and Awards Title	
d) With color coded neck ribbon lace per award level	
General Notes:	
1. All trophies and medals must be delivered in protective packaging	
2. Supplier must submit mock-up design or photo sample for approval before production	
3. Final delivery no later than March 5, 2026	
4. Design and award titles to be provided upon contract award	
SPORTS FORMAT	
Basketball	
a) The Basketball Tournament will be played on a Single Elimination Format	
b) The winners of the elimination games shall face-off in the Championship match, while the losing teams shall face-off in the Battle for Thirds match	
Volleyball	
a) The Volleyball Tournament for both Men's and Women's will be played on a Single Elimination Format	
b) The winners of the elimination games shall face-off in the Championship match, while the losing teams shall face-off in the Battle for Thirds match.	
Bowling	
a) Each of the participating teams will be divided into two (2) teams: Team 1 and Team 2.	
b) As there will be two-team categories, the First Placer for each category will get 4 points, the Second placer will get 3 points, the Third Placer will get 2 points and the Last Placer will get 1 point. The total points of Team 1 and Team 2 will be combined and whoever gets the greatest number of points will be declared the Champion of the Bowling Tournament.	

Badminton	
a) There are five (5) different categories for the Badminton tournament: Men's Singles, Men's Doubles, Women's Singles, Women's Doubles, and Mixed Doubles.	
b) The Badminton Tournament for all categories will be played on a Single Elimination Format.	
c) The winners of the elimination games shall face-off in the Championship match, while the losing teams shall face-off in the Battle for Thirds match.	
Table Tennis	
a) There are five (5) different categories for the Table Tennis tournament: Men's Singles, Men's Doubles, Women's Singles, Women's Doubles, and Mixed Doubles.	
b) The Table Tennis Tournament for all categories will be played on a Single Elimination Format	
c) The winners of the elimination games shall face-off in the Championship match, while the losing teams shall face-off in the Battle for Thirds match.	
Chess	
The Chess Tournament will be played on a Single Elimination/Knockout Format	
Darts	
a) The tournament will be divided into two (2) divisions; Mens and Womens	
b) The Darts Tournament for both divisions will be played on a Single Elimination/Knockout Format	
Esports (Mobile Legends: Bang Bang)	
a) The Esports Tournament will be played on a Single Elimination Format	
b) Each game will be a best of three series with the winners of the elimination games shall face-off in the Championship match, while the losing teams shall face-off in the Battle for Thirds match.	
c) The games for this event will be held after office hours.	

LOT 2 - EVENTS MANAGEMENT SERVICES

REQUIREMENTS	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
BOWLING VENUE RENTAL	
Specifications:	
a) Bowling Game schedule should be between March 2-6 , 2026 subject to availability of venue and players	
b) Must be located within **Metro Manila** or nearby city (preferably within 10 km from PEZA Head Office).	
c) Minimum of **4-8 functional lanes**, properly maintained and in good condition.	
d) Includes entrance or access fees for up to 50 participants inclusive of lane use and shoe rental.	
e) Venue must include **automatic scoring system** for each lane.	
f) Availability of **locker area, ball and shoe rentals,** and **player seating** per lane.	
g) Venue should have **adequate ventilation or air conditioning** for player comfort.	
h) **Parking space** must be available for participants and official vehicles.	
REFRESHMENT BEVERAGES	
Specifications:	
a) Bottled electrolyte drinks (e.g., Gatorade, Pocari Sweat)	
b) Minimum: Total of 300 bottles	
c) Bottle size: 500 ml or equivalent	
d) Delivery date: Feb 28 (Opening), and for March 6 (Championship)	
e) Delivered chilled and ready for distribution	
MEDICAL FIRST AID KIT	
Specifications:	
a) Sports grade medical kit for use on-site	
b) Content must include sports-specific first aid kit focused on muscle pain, sprains and common sports injuiries	
c) Packed in a portable and labeled kit bag or container	

PROGRAM HOST AND GAME ASSISTANTS	
Specifications:	
a) Experienced event host/emcee with demonstrated background in facilitating games or team-building activities	
b) Capable of engaging non-sports participants in a fun, inclusive, and safe manner	
c) Responsible for opening and closing program segments related to the mini Olympic games	
d) Provides clear instructions, rules, and time management for each game	
e) Coordinates with event organizers and assistants to ensure smooth flow of activities	
f) Assists in game setup, participant grouping, rule explanation, and scoring	
g) Ensures participant safety and fair play during all activities	
h) Supports the host in crowd management and game transitions	
i) Facilitation of **two (2) to three (3) mini Olympic-style games** suitable for non-sports players	
j) Games must be low-impact, inclusive, and designed for mixed-ability participants	
k) Proposed games shall promote teamwork, cooperation, and enjoyment	
l) Supplier shall provide **all necessary props, materials, and equipment** required for the games	
m) All materials must be safe, durable, and appropriate for adult participants	
n) Setup and dismantling of props are included in the service	
LOGISTICS AND SOUND SYSTEM	
a) Provision of **portable sound system** for sports venue	
b) o 2 wireless microphones	
c) o Speakers suitable for gymnasium or open court setup	
d) o Laptop/MP3 input ready	
e) Delivery, setup, testing, and technician support included	

LOT 3 – PACKED MEALS

REQUIREMENTS	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
Opening Ceremony : February 28, 2026 (Saturday)	
BREAKFAST (Good for 280 pax)	
Specifications:	
a) One Viand (Beef, Fish or Chicken), Egg (Fried or Boiled)and Rice with chilled 330ml bottled drinks	
b) Delivery must be available by 7:00 am based on the function dates	
LUNCH	
Specifications:	
a) Two Viand, Side Dish and Steamed Rice with chilled 330ml bottled drinks	
b) Delivery must be available by 11:00 am based on the function dates	
PM SNACK	
Specifications:	
a) Pasta or Noodles with Side item like (Chips/Sandwich or Pastry) with chilled 330ml bottled drinks	
b) Delivery must be available by 2:00 pm based on the function dates	
Championship Game : March 7, 2026 (Saturday)	
BREAKFAST (Good for 200pax)	
Specifications:	
a) One Viand (Beef, Fish or Chicken), Egg (Fried or Boiled)and Rice with chilled 330ml bottled drinks	
b) Delivery must be available by 7:00 am based on the function dates	
LUNCH	
Specifications:	
a) Two Viand, Side Dish and Steamed Rice with chilled 330ml bottled drinks	
b) Delivery must be available by 11:00 am based on the function date	
PM SNACK	
Specifications:	

a) Pasta or Noodles with Side item like (Chips/Bread or Pastry) with chilled 330ml bottled drinks	
b) Delivery must be available by 2:00 pm based on the function date	
Specifications:	
a) All meals to be packed individually securely in **disposable eco-friendly containers**	
b) Must include **complete utensils, tissue/napkin, and condiments**	
c) Menu viands must be suitable for the activity (prefer fried, grilled or baked over highly perishable food items)	
d) Delivery to venue at least 30 minutes before serving time	
e) A designated on-site coordinator from the supplier must be present at the venue to oversee delivery, distribution, and address any concerns	
f) Supplier may be required to conduct a food tasting for 5–10 persons at least one week prior to the event, upon request by the end-user	
g) Supplier must submit Proposed **menu and packaging of the food** subject for approval of the organizer.	

**Include copy of proposal/photo of the proposed product, as applicable*

COMPLIANCE TO THE TECHNICAL SPECIFICATION/TERMS OF REFERENCE

We hereby certify that the goods/services offered and submitted by our company fully comply with the technical specifications and requirements set forth by the Procuring Entity.

We undertake to deliver the goods/services strictly in accordance with the approved technical specifications.

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

DATE : _____

ANNEX "C"
Terms and Conditions

I.	**SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of Store - Address - PhilGEPS Registration/Org. No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - VAT/Non-VAT confirmation - Copy of Proposal/Brochures, if applicable - Strandard Warranty Certificate, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: Bids and Awards Committee - Philippine Economic Zone Authority, 8th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
III.	**DELIVERY PERIOD**	upon receipt of NTP/ Contract/ PO/ WO with actual delivery date reflected at Annex B (Technical Specification/Terms of Reference) of this RFQ or upon the re-scheduled date agreed upon by the End-User and Winning Supplier (Please refer to Annex B for the details)
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement and complete attachments/supporting documents
V.	**DELIVERY /LOCATION**	Winning Bidder must deliver the items/services to the following address together with the list of product/services: *9th floor, Human Resource Management Department PEZA, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City or at the selected delivery area specified under Annex B *For Goods and Services (i.e. Equipment, Devices, and etc.) please provide list of product services to be delivered (please refer to format provided attached as Annex D via hard copy and excel file to be submitted at the email reflected in this RFQ.

COMPLIANCE TO THE TERMS AND CONDITIONS

I/We hereby certify that we have read, understood, and agreed to all the Terms and Conditions stated herein and that the information provided in our submission is true and correct.

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

DATE : _____