Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	CPDRFQ-2025-04-02
Date	April 02, 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 Meals for Conduct of Group level Performance Scorecard Clean-up Sessions**
Description/Specifications	**Attached Annex "A"**
Approved Budget for the Contract (ABC)	**Php 145,000.00**
Deadline of Submission of Bid	**April 7, 2025, 3:00 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), 8th Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or thru email 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

TÜV NORD ISO 9001 Certificate No.: PHP QMS 20 93 0042
GÁLING PINAS "Made in the Philippines is best The Philippines is Best to invest in"
MAKE IT HAPPEN THE PHILIPPINES

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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 Meals for Conduct of Group level Performance Scorecard Clean-up Sessions 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.

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Annex "B"

Technical Specifications

QTY	Specifications	Statement of Compliance (State whether "comply" or "not Comply")
4/10/2025 – 50 pax **4/21/2025 - 40 pax** **4/25/2025 - 40 pax** **4/28/2025 - 40 pax**	**Packed Meals:** **Breakfast** • Rice Meals (Rice, Fried Egg, Main Viand) • Hot coffee, hot chocolate, canned juice or soda **Lunch** • Rice • Vegetable / Side Dish • 2 viands • Dessert (Sliced fruits, leche flan, buko pandan, etc.) • Canned / Bottled Juice or soda **PM snacks** • Pasta / Sandwich or combination • Canned / Bottled Juice or soda Note: • Flowing brewed coffee with sugar & creamer during sessions • Utensils & Cups	
	Delivery: 10/F, PEZA Head Office, Pasay City Meals should be delivered not later than Breakfast 7:30 am Lunch 11:30 am PM Snacks 2:30 pm	
Total – 170 pax	**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 at the following address:

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

- Delivery Period: April 10, 2025
  April 21, 2025
  April 25, 2025
  April 28, 2025

- Terms of Payment:

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

- Winning Bidder must deliver the items/services to the following address:

  10th Floor, Auditorium DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City