RFQ No.	GAD 2025-002
Date	27 March 2025

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

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 Project:	Procurement of packed lunches with beverages for the National Women's Month Culminating Activity for the Head Office
Description/Specifications:	Packed lunches with beverages – 280 total covers/headcount for meals Delivery dates: 07 April 2025 at 11:00 AM
Approved Budget for the Contract (ABC):	PhP 98,000.00
Deadline of Submission of Bids	04 April 2025 at 8:00 AM

Interested bidders may submit their duly accomplished and filled-up Annexes "A" & "B" on or before the deadline of submission of bids to the **Environmental Safety Group (ESG), 8th Floor Double Dragon Center, West Building, Macapagal Blvd., 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 (for SVP only) *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)*

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

For any clarification, you may contact the **Environmental Safety Group (ESG), 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City at telephone nos. (02) 8551 3451 local/s 221/228 or email gad@peza.gov.ph**

Ma. Veronica F. Magsino

MARIA VERONICA F. MAGSINO
Deputy Director General for Finance and Administration, and,
Chair for Gender and Development Focal Point System

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MARIA VERONICA F. MAGSINO
Deputy Director General for Finance and Administration, and,
Chair for Gender and Development Focal Point System
Philippine Economic Zone Authority
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal AvenuePasay City.

Dear Sir/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:

Item No.	Description	*(A) Quantity*	*(B)* Unit Price	*(A x B)* Total Bid Price (PhP)
1	Procurement of packed lunches with beverages for the National Women's Month Culminating Activity for the Head Office Packed lunches with beverages - 280 total covers/headcount for meals Delivery dates: 07 April 2025 at 11:00 AM *Price is inclusive of taxes, fees, and other charges.*	280 total covers/head count for meals		

BUSINESS NAME :_____

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

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
280 total covers / headcount for meals	**I. Title of Activity:** Procurement of packed lunches with beverages for the National Women's Month Culmination Activity for the Head Office **II. Date:** 07 April 2025 at 11:00 AM **III. Venue:** 10th Floor Auditorium, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City. **IV. Menu:** **Lunch:** (Kindly send us your menu options for selection, considering our Muslim guests and any special considerations.) Preferably 2 sets for choosing: *Steamed rice* *Vegetables* *Two viands (either fish, chicken, or beef; pork is optional to accommodate our Muslim guests)* *Dessert: preferably sliced fruits* *Hot soup (upon request)* *Drinks/beverages* **Set up: packed meals and beverages in a handy cup** **V. Instructions/inclusions:** 1. Ensure **quality and freshness** of all food and consumables. 2. Use **leak-proof, sturdy, and hygienic packaging** to prevent spills. opt for **eco-friendly, biodegradable, or reusable packaging** where possible. Provide **securely sealed beverages** to avoid leaks. 3. Ensure **timely delivery** to avoid delays and disruptions. 4. Provide **easy-to-use utensils, napkins, and condiments** in each pack as possible. **VI. Payment Terms:** Payment will be made only after full delivery of the goods/service and submission of required documents.	

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 manually or thru email at the following address;
  - **Manually** : Environmental Safety Group (ESG), 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City at telephone nos. (02) 8551 3451 local/s 221/228.
  - **Email:** gad@peza.gov.ph

- Delivery **Date/Period**: 07 April 2025 at 11:00 AM or on agreed date and time
- Allot a standard buffer for 3-5 people.
- Provider must be within 10-kilometer radius from the venue.

- **Terms of Payment**: Through Cheque / 30 working days upon receipt of Original Sales Invoice / Billing Statement.

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

- In case the deadline for the submission of bids/quotations is declared as a non-working holiday, it shall automatically be moved to the next working day.