Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	HRDD PSD 2023-12-02
Date	Dec 11, 2023

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 Complete Kiddie Party Package for the 2023 PEZA Children's Party on December 21, 2023
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php 320,000.00
Deadline of Submission of Bid:	**Friday, December 15, 2023 at 9:00 AM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Department, 9hFloor 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 **Human Resource Development Department at 8551-3451 loc. 318 or email us at roni.repollo@peza.gov.ph**

MS. VIVIAN C TOLEDO
Group Manager
Personnel Administrative Services Group

RFQ No.	HRDD PSD – 2023-12-02

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. VIVIAN C TOLEDO
Group Manager
Personnel Administrative Services Group
9th 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 Complete Kiddie Party Package for the 2023 PEZA Children's Party on December 21, 2023 Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

BUSINESS 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"
Technical Specifications for the Procurement of 2023 PEZA Children's Christmas Party

Technical Specifications
A. Name of the Function: 2023 PEZA Children's Christmas Party
B. Date of Function: December 21, 2023/ Thursday
C. **Event Proper/ Time:** 1:00 PM to 4:30 PM
D. Theme/ Motif: Toy Story Theme
E. **Venue** 10th flr Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City
F. **Type of Service:** To provide complete party set up, entertainment, prizes and giveaways for the 2023 PEZA Children's Christmas Party
G. Requirements/Logistics: i. **Main Stage** o Design Concepts and 8x16 ft Backdrop o 3D and 2D Styro Backdrop o 6 LED Par Lights and other light effects o Toy Story Theme o Colors: Yellow/Apple Green/Red/Sky Blue o Balloon Garland ii. **Venue Entrance Backdrop** o 8x8 Lighted Arch o Balloon Garland o Colors: Yellow/Apple Green/Red/Sky Blue iii. **Party Host / Magician** o Party Hosting 2-3-hour program o Game Master o Magic Show (Levitation Illusion) o Ventriloquist Puppet Show o Professional and English Speaking o Interactive and Lively o Basic Sound System

iv. **Mascot Appearance**

- Two (2) Mascots according to theme
- Dancing part and pictorial with Kids

v. **Photobooth (2 units)**

- 3 hours Unlimited (4X6 Postcard)
- Magnetic on the back
- Toy Story Template
- With 3 Photo shots

vi. **Food Carts (180 servings)**

- Taho
- Crepe w/ Ice Cream
- Jumbo Hotdog
- Assorted Juice
- Cotton Candy

vii. **Game Booth**

- Claw Machine
- 3 Game Booths (Can Smash, Duck Hunter, Shoot in the Bottle)

viii. **Event Lead**

- To handle event details, set up and Planning
- On the day coordination

ix. **Giveaways**

- Lunchbag (170 pcs)
- Backpack (170 pcs)

x. **Prizes**

- Tumbler (30 pcs)
- Pillow (30 pcs)
- Neck Pillow (30 pcs)
- Tote Bag (30 pcs)

xi. **Freebies:**

- Piñata with candies
- Nametags for the kids
- Party Hats for the kids
- Bag Tags for the kids

H. Mode of Payment

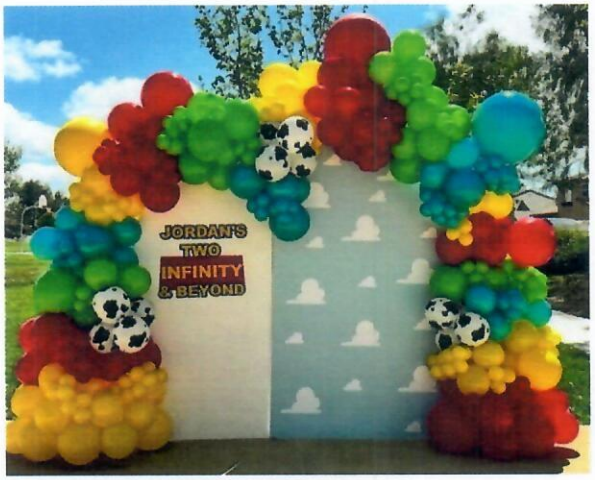
1. Send bill
2. Price inclusive of all taxes and charges

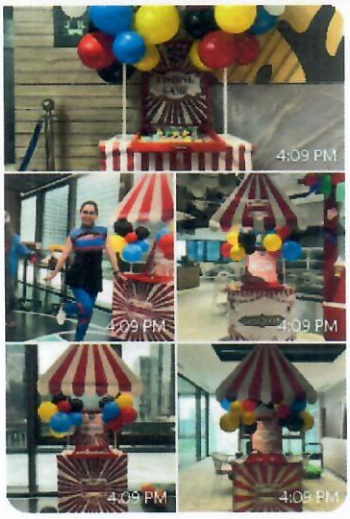
Note:

1. Set-up and other applicable requirements related to the event must be prepared at least a day before the event.
2. A designated coordinator must be readily available and present to ensure delivery and smooth flow of the party set up.
3. Food tasting may be required by the End-user.

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 or at the following address;

  Manually : Human Resource Development Department, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: **December 21, 2022, or the rescheduled date** upon receipt of NTP/ Contract/ PO/ WO

- 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: 10th floor, PEZA Audit Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City (as s the Annex B of this RFQ)