Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

Invitation to Bid

Procurement of Christmas Baskets for FY 2025 (PEZA-HO-2025-12)

1. The Philippine Economic Zone Authority (PEZA) intends to apply the sum of **Three Million Four Hundred Fifty Thousand Pesos in Philippine Currency (PHP 3,450,000.00)**, being the Approved Budget Contract (ABC) for the "**Procurement of Christmas Baskets for FY 2025 (PEZA-HO-2025-12)**". Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Philippine Economic Zone Authority now invites bids for the above Procurement Project. Delivery of the Goods is *required within the specified period stated in Section VI. Schedule of Requirements*. Bidders should have completed, within 5 years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

   Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country whose laws or regulations which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Philippine Economic Zone Authority and inspect the Bidding Documents at the address given below during office hours from Mondays to Fridays, 9:00 AM to 4:00 PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **21 October 2025** from the given address and website(s) below www.peza.gov.ph, and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos in Philippine Currency (PHP 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

   Interested bidders shall send an email at bacsec@peza.gov.ph for the issuance of the order of payment. All PEZA transactions and fees can only be paid through https://epay.peza.gov.ph.

6. The Philippine Economic Zone Authority will hold a Pre-Bid Conference on **29 October 2025, 11:00 AM** at the **8th Floor, Double Dragon Center West Building,**

DD Meridian Park, Macapagal Avenue, Pasay City, and/or **through video conferencing or webcasting via Microsoft Teams**, which shall be open to prospective bidders.

7. Interested bidders shall inform the PEZA-BAC, through the Secretariat, by sending an email to bacsec@peza.gov.ph of their intention to participate in the Pre-Bid Conference at least one (1) day prior to the date of the conference.

8. **Hard copies and soft copies of bids (1 original, 1 copy, and a soft copy in USB)** must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **10 November 2025, 12:00 NN**. Late bids shall not be accepted.

   To ensure the proper submission of bids, all bidders are required to submit a single, securely sealed, signed, and appropriately marked "Mother Envelope" containing all the necessary documents outlined in this ITB and Section VIII of the bidding documents. Each envelope must be clearly labeled and include the following details:

   1. Name/Project Title of the contract to be bid;
   2. Name and address of the bidder;
   3. Recipient Bids and Awards Committee (BAC)/Procuring Entity (PE); and
   4. "Do not open before [date/time of opening of bids]"

   Contents of the Mother Envelope:

   ORIGINAL marked **"ORIGINAL BID"**

   i. Hard Copy Original Technical Components marked **"ORIGINAL TECHNICAL COMPONENT"**
   ii. Hard Copy Original Financial Components **marked "ORIGINAL FINANCIAL COMPONENT"**

   Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as **"COPY NO. 1 "TECHNICAL COMPONENT"** and **"COPY NO. 1 "FINANCIAL COMPONENT"** and **One (1) USB Flash Drive** sealed and labeled as **"COPY 2"** containing scanned P.D.F Documents of Technical and Financial Components and the outer envelope as "COPY NO. 2", respectively.

9. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

10. Bid opening shall be on **10 November 2025, 2:00 PM** at the **8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City,** and through video conferencing or webcasting via Zoom to observe social distancing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Activity	Schedule
Posting of Invitation to Bid	21 October 2025
Issuance and Availability of Bid Documents	21 October – 10 November 2025

Pre-Bid Conference	29 October 2025, 11:00 AM
Deadline for Submission of Bids	10 November 2025, 12:00 NN
Opening of Bids	10 November 2025, 01:00 PM

11. PEZA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:
Philippine Economic Zone Authority
Bids and Awards Committee (BAC) Secretariat
8th Floor, Double Dragon Center West Bldg., DD Meridian Park, Macapagal Avenue, Pasay City
Email: bacsec@peza.gov.ph
Tel. No. 8551-3451 local 642
www.peza.gov.ph

13. You may visit the following websites:

    For downloading of Bidding Documents: *https://www.peza.gov.ph/bid-opportunities*

20 October 2025

ROWENA T. NAGUIT
BAC Chairperson