Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PPRG-23-12-28
Date	December 7, 2023

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

Name of Company: _____
Address: _____
PhilGEPS Reg. No. _____

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value** 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 Service Provider for the Year-end Strategic Planning and Assessment**
Description/Specifications	**Attached Annex "B"**
Approved Budget for the Contract (ABC)	**Php 150,000.00**
Deadline of Submission of Bid	**December 11, 2023; 12:00 NN**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Promotions and Public Relations Group, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd., Pasay City.**

Bids must be submitted manually 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 Promotions and Public Relations Group at 8551-3451 loc. 631 or email Ms. Ma. Theresa Angela Zaldivia or Mr. Nasser Bansao at angela.zaldivia@peza.gov.ph and nasser.bansao@peza.gov.ph.

MS. ANIDELLE JOY M. ALGUSO
OIC-DDG for Policy and Planning

Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PPRG-23-12-28

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

MS. ANIDELLE JOY M. ALGUSO
Officer-in-Charge, Deputy Director General for Policy and Planning
Philippine Economic Zone Authority (PEZA)
8th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Ave., Pasay City

Dear Ma'am/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:

Description	Bid Price (PHP)
Procurement of Service Provider for the Year-End Strategic Planning and Assessment *(Please refer to Annex B for the complete specification / reference. Bid price must be inclusive of VAT and other charges)*	Php
	(Inclusive of VAT)

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.

Annex "B"

Technical Specifications

QTY	Specifications	**Statement of Compliance** (State whether "Comply" or "Not Comply")
	Accommodation for 15-20 pax - 3 days, 2 nights on December 14-16, 2023 - 6 air-conditioned rooms/villas or 1 main house	
	Food Catering for 15-20 pax - 3 days, 2 nights on December 14-16, 2023 - Breakfast, Lunch, Dinner	

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-out forms manually or thru email at the following address:

  Manually: 10th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

  Email: angela.zaldivia@peza.gov.ph or nasser.bansao@peza.gov.ph

- Services Period: December 14-16, 2023

- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.

- Winning Bidder must coordinate with the aforementioned point persons.