



# PHILIPPINE ECONOMIC ZONE AUTHORITY

ISO RFQ No.	2024-02-02
Date	February 19, 2024

## REQUEST FOR QUOTATION Alternative-Small Value Procurement

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative/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	<b>Procurement of Meals for the 1st Cycle Head Office Management Review (HO MR) on March 7, 2024</b>
Description/Specifications	<b>Attached Annex "A"</b>
Approved Budget for the Contract (ABC)	<b>PhP 39,650.00</b>
Deadline of Submission of Bid	<b>01 March 2024 5:00 PM</b>

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the **Internal Control Group (ICG), 10<sup>th</sup> Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.**

Bidders must submit sealed quotation/s in the address given above together with the following documentary requirements:

- 1.) Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
- 2.) PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted*)
- 3.) Omnibus Sworn Statement (notarized)

Award of contract shall be given to the lowest calculated bidder which complies with the Price Quotation Form (Annex A), Procurement Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may email [iso@peza.gov.ph](mailto:iso@peza.gov.ph).

  
**ATTY. JESSICA P. PALISOC**  
**GM-ICG**

10th Floor, DoubleDragon Center West Building  
 DD Meridian Park, Macapagal Avenue, Pasay City, 1302  
 Trunklines: (632) 8551-3451 · 8551-3435 to 37 · Facsimile (632) 8891-6380  
 E-mails: [odgcbp@peza.gov.ph](mailto:odgcbp@peza.gov.ph) · [info@peza.gov.ph](mailto:info@peza.gov.ph)

ISO 9001:2015 Certified Organization  
 with Certificate Nos AJA 08/13114 and AJA 08-009  
 Direct lines: (632) 8551-3432 · 8551-3454 to 55  
 Website: [www.peza.gov.ph](http://www.peza.gov.ph)

Annex "A"  
**PRICE QUOTATION FORM**  
 (Financial Bid)

**ATTY. JESSICA P. PALISOC**  
 GM, Internal Control Group  
 10<sup>th</sup> Floor Double Dragon Center  
 West Building, Macapagal Blvd.  
 Pasay City

Dear Ma'am:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s for the items as follows:

Quantity	Description	Bid Price (PHP)
65	<b>Procurement of Meals for 1st Cycle Head Office Management Review (HO MR) on March 7, 2024</b>  <i>(must be Inclusive of the following)</i> - Breakfast, Lunch, PM Snack - Free flow coffee - Inclusive of VAT and other charges	

**COMPANY/STORE NAME:** \_\_\_\_\_  
**ADDRESS :** \_\_\_\_\_  
**PHILGEPS REG. NO. :** \_\_\_\_\_  
**BIR TIN No. :** \_\_\_\_\_  
**AUTHORIZED SIGNATORY:** \_\_\_\_\_  
*Signature Over Printed Name*  
**DATE :** \_\_\_\_\_  
**CONTACT NO. :** \_\_\_\_\_  
**EMAIL ADDRESS: :** \_\_\_\_\_

**INSTRUCTIONS:**

(1) Accomplish this RFQ 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"  
**Terms of Reference**

**Procurement of Meals for 1st Cycle Head Office Management Review  
(HO MR) on March 7, 2024**

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
1 Lot	<b>Name of Activity: 1st Cycle Head Office Management Review (HO MR)</b>	
	<b>Date: March 7, 2024 (1 day)</b> <b>Time: 7:30 AM</b>	
	<b>Venue: 10<sup>th</sup> DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City</b>	
	<b>Type of Service:</b> <ul style="list-style-type: none"> <li>• Packed</li> </ul>	
	<b>Expected Number of Participants: 65 Pax</b>	
	<b>Menu:</b>  <b>Breakfast (Delivery time: 7:30 AM)</b> <ul style="list-style-type: none"> <li>- Rice</li> <li>- Egg</li> <li>- Main Course</li> <li>- Soda/Juice</li> <li>- Free Flow Coffee</li> </ul> <b>Lunch (Delivery time: 11:00 AM)</b> <ul style="list-style-type: none"> <li>- Rice</li> <li>- Side Dish</li> <li>- Dessert</li> <li>- Two Main Course</li> <li>- Soda/Juice</li> </ul> <b>PM Snacks (Delivery time: 2:00 PM)</b> <ul style="list-style-type: none"> <li>- Pasta</li> <li>- Bread</li> <li>- Soda/Juice</li> </ul>	
	<b>Mode of Payment :</b> 1. Send bill	

Annex C  
**Terms and Conditions**

**TERMS AND CONDITIONS**

- Bidder shall type or write in "Ink" the following on the sealed envelope:
  - his/her name or business name;
  - address; and
  - identification of the item/s being quoted.
- (Annexes A and B) Forms manually at the following address;
  - **Manually:** Internal Control Group (ICG) 10th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
- Delivery period: ***March 7, 2024*** or ***on the rescheduled date*** upon receipt of NTP/Contract/Work Order/PO.
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:

10<sup>th</sup> Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City or at the designated venue.