PHILIPPINE ECONOMIC ZONE AUTHORITY

ISO RFQ No.	2023-09-03
Date	November 11, 2023

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	**Procurement of Meals for 2nd Semester PEZA Wide Management Review (MR) on November 23-24, 2023**
Description/Specifications	**Attached Annex "A"**
Approved Budget for the Contract (ABC)	**PhP 78,000.00**
Deadline of Submission of Bid	**17 November 2023 03:00 PM**

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), 10th 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.

ATTY. JESSICA P. PALISOC
GM-ICG

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ATTY. JESSICA P. PALISOC
GM, Internal Control Group
10th 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)
60	**Procurement of Meals for 2nd Semester PEZA Wide Management Review (MR) on** **November 23, 2023 (Day 1)** *(must be Inclusive of the following)* - *Breakfast, Lunch, PM Snack* - *Inclusive of VAT and other charges*	
60	**November 24, 2023 (Day 2)** *(must be Inclusive of the following)* - *Breakfast, Lunch, PM Snack* - *Inclusive of VAT and other charges* *Please see attached Annex B for the complete Technical Specifications*	

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 2nd Semester PEZA Wide Management Review (MR) on November 23-24, 2023

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
1 Lot	**Name of Activity: 2nd Semester PEZA Wide Management Review (MR)**	
	Date: November 23-24, 2023 (2 days) **Time: 7:30 AM**	
	Venue: 10th DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City	
	Type of Service: • Packed	
	Expected Number of Participants: 60 Pax	
	Menu: **Breakfast** - Rice - Egg - Main Course - Coffee/Hot Choco **Lunch** - Rice - Side Dish - Dessert - Two Main Course - Soda/Juice **PM Snacks** - Main Course - Drinks	
	Mode of Payment : 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: ***November 23-24 2023*** 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:

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