PHILIPPINE ECONOMIC ZONE AUTHORITY

ISO RFQ No.	2022-11-01
Date	14 November 2022

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 CY 2022 PEZA-Wide Management Review on November 28-29, 2022**
Description/Specifications	**Attached Annex "A"**
Approved Budget for the Contract (ABC)	**PhP 52,000.00**
Deadline of Submission of Bid	**24 November 2022 10:00AM**

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
OIC GM-ICG

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

ATTY. JESSICA P. PALISOC
OIC 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)
40	**Procurement of Meals for 2nd Semester CY 2022 PEZA-Wide Management Review on November 28-29, 2022** *(must be Inclusive of the following)* - *AM Snack, 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 CY 2022 PEZA-Wide Management Review on November 28-29, 2022Employees

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY')
1 Lot	**Name of Activity: 2nd Semester CY 2022 PEZA-Wide Management Review**	
	Date: November 28-29, 2022 **Time:**	
	Venue: _____ DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City	
	Type of Service: • Packed	
	Expected Number of Participants: 40 Pax	
	Menu: Day 1 **Breakfast** - Rice - Egg - Main Course - Coffee/Hot Choco **Lunch** - Rice - Side Dish - Dessert - Two Main Course - Soda/Juice **PM Snacks** - Main Course - Drinks	
	Manu: Day 2 **Breakfast** - Rice - Egg - Main Course - Coffee/Hot Choco **Lunch** - Rice - Side Dish - Dessert - Two Main Course - Soda/Juice	

	PM Snacks - Main Course - Drinks	
	Set-up: 1. Uniformed professional waiters and banquet staffs 2. Presentable/elegant table cloths and linens 3. Extra black and gold linen for the table of trophies/ plaques 4. Use of utensils, chinaware, and glasses 5. Complete set-up and equipment	
	Theme/Motif: Corporate/ Blue	
	Mode of Payment : Send bill	
	Accessibility Supplier must be located within 10 km radius of the venue (DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City)	

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 28-29,2022*** 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.