Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	ODDGO-2025-001
Date	23 May 2025

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: 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 Procurement Project	Procurement of Meals, snacks and beverages, with flowing coffee
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php136,000.00
Deadline of Submission of Bid:	**29 May 2025**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Office of the Deputy Director General for Operations, 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given 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.
- ✓ PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
- ✓ Annual Income Tax Return
  Note:
  - **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)

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

For any clarification, you may contact **ODDGO-EAG at 8551-3456 or email us at eag@peza.gov.ph.**

MS. VIVIAN S. SANTOS
Deputy Director General for Operations

RFQ No.	RFQ No. 2025-001

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. VIVIAN S. SANTOS
Deputy Director General for Operations
9th Floor Double Dragon Center, West
Building, Macapagal Blvd.Pasay City

Dear 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:

No.	Description	Total Bid Price
1	Procurement of Meals (AM/PM Snacks, packed lunch but for **(70)** VIPs should be plated with beverages and free-flowing coffee) for total of **170 attendees.** *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

COMPANY NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

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.

Annex "B"

Terms of Reference

Procurement for the Provision, Supply and Delivery of the Various IT Equipment

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
170 PAX	**I. Title of Activity:** Procurement of packed meals, snacks, beverages, and free-flowing coffee of the Info Session with the Bureau of Customs. **II. Date: 03 June 2025 (**10th floor PEZA Auditorium, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City) **AM Snacks (depends on proposal)-** must be set and available by 8:00AM **Lunch (depends on proposal):** must be available at 11:30AM; meals for **(70)** VIPs should be plated **PM snacks (depends on proposal):** must be available at 2:00 PM **III. Menu:** **AM snacks:** Sandwiches with juice **Lunch:** (Send us your menu options for selection, especially considering that we have Muslim guests.) *Steamed rice* *Vegetables* *Two viands (either fish, chicken, or beef; pork is optional to accommodate our Muslim guests)* *Dessert: preferably sliced fruits* *Hot soup* *Drinks/beverages* **PM Snacks:** (Any of the following options with drinks) ***Filipino Snacks:*** *Pancit, pasta, sandwiches, puto & kutsinta, turon, bibingka, arroz caldo, empanada, suman,* ***Savory Bites:*** *Cheese sticks, mini burgers, chicken nuggets, lumpiang shanghai, nachos* ***Pastries & Baked Goods:*** *Ensaymada, cheese bread, banana bread, muffins, croissants, Danish pastries,* ***Western-style Snacks:*** *Club sandwiches, tuna/egg salad sandwiches, pizza slices, quesadillas, bruschetta, etc.* **IV: Set up:** Controlled and catered meals for 70 VIPs and 100 packed meals for 100 PAX **V: Instructions/inclusions:** 1. Ensure **quality and freshness** of all food and consumables. 2. Provide **flowing brewed coffee with a percolator, creamer, and sugar** throughout the event. 3. Set up **buffet, bar, coffee, and dessert tables and tablecloths**, in coordination with the HRD Division for corporate events. 4. Supply **stirrers, table napkins, and other necessary dining essentials**.	

	5. Assign **uniformed waiters** for efficient service. 6. Ensure **clean and hygienic plates, cutlery, coffee cups, and serving utensils**. 7. Offer **take-out boxes with disposable wooden utensils** for those who may need them. 8. Ensure **timely setup, replenishment, and proper waste disposal** to maintain a smooth flow of service. **VI: Payment Terms:** Payment will be made only after full delivery of the goods/service and submission of required documents.	
B. APPROVED BUDGET FOR THE CONTRACT (ABC)	Total Approved Budget for the Contract (ABC): **Php136,000.00**	

AUTHORIZED SIGNATORY: _____

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-up Forms (Annexes A and B) manually at the following address;

  Manually : Office of the Deputy Director General for Operations, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: **03 June 2025**

- Terms of Payment: Through Cheque / 30 working days upon receipt of Original Sales Invoice / Billing Statement.

- Winning Bidder must deliver the items/services to the following address:
  - **10th floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City**