RFQ No.	ESG-2024-10-023
Date	22 October 2024

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with Sec. 53.9 of the Updated 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	**Procurement of Meals and snacks for the Coastal Cleanup Activity**
Description/Specifications	**Attached Annex "B"**
Approved Budget for the Contract (ABC)	**Php 97,500.00**
Deadline of Submission of Bid	**December 09, 2024** at **12:00 PM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids **Environmental Safety Group**, **8th Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or thru email 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 questions or clarifications, you may reach me through this email or contact us at 8551-6561.

ROWENA T. NAGUIT
EHS CHAIR

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ROWENA T. NAGUIT
EHS CHAIR
8th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

Dear Ma'am/ Sir:

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 Meals and snacks for the Coastal Cleanup Activity *(Please refer to Annex B for the complete specification / reference.)*	
	(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.

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Annex "B"

Technical Specifications

QTY	Specifications	Statement of Compliance (State whether "comply" or "not Comply")
150 pcs	**Procurement of Meals and snacks for the Coastal Cleanup Activity** **Proposed Inclusion:** ▪ **Packed AM snacks or Breakfast:** (*based on proposal) ▪ **Packed Lunch: (***based on proposal) ▪ **PM snacks:** (*based on proposal) **Notes:** • All food and consumables must be ensured of quality and freshness. Each meal must include beverages (Fruit drinks/Bottled Water) with an ice cooler.	
	Delivery: ✓ Las Piñas-Parañaque Wetland Park	
	Mode of payment: ✓ Send bill ✓ Price inclusive of all taxes and charges	

AUTHORIZED SIGNATORY :_____

(Signature over Printed Name)

DATE :_____

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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 (Annexes A and B) Forms **manually** at the following address:

  8th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: **December 13,2024**
- Delivery Time
  - **AM Snacks or Breakfast: 8:30 AM**
  - **Lunch and PM snacks: 11:00 AM**

- Terms of Payment:

  Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.

- Winning Bidder must deliver the items/services to the following address:

  Las Piñas-Parañaque Wetland Park