

RFQ No.	GAD-02-02-2024
Date	02/27/2024

**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	<b>Procurement of Meals for the National Women's Month Celebration</b>
Description/Specifications	<b>Attached Annex "A"</b>
Approved Budget for the Contract (ABC)	<b>PHP 49,000.00</b>
Deadline of Submission of Bid	<b>March 04, 2024 9:00AM</b>

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids **Human Resource Department, 9<sup>th</sup> 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 <u>or</u> PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K <i>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.</i>
✓	Income / Business Tax Return (for ABC above 500k ) Latest Income Tax Return filed via eFPS ( <i>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</i> ) <u>or</u> Latest Business Tax Return filed via eFPS ( <i>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</i> )
✓	PhilGEPS Registration Number ( <i>not required if PhilGEPS Platinum Membership Certificate is submitted</i> )

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 clarification, you may contact EnsD at telephone nos. (02) 8551-3438 / (02) 85513451 local 221/228 or [gad@peza.gov.ph](mailto:gad@peza.gov.ph).

  
**ALLAN P. DATAHAN**  
GAD Chair

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

**ALLAN P. DATAHAN**  
GAD Chairperson  
10<sup>th</sup> Floor Double Dragon Center, West Building,  
DD Meridian Park Macapagal Avenue, Pasay City

Dear 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)
<b>Procurement of Meals for the National Women’s Month Celebration kick-off (280 pcs.)</b>  <i>(Please refer to Annex B for the complete specification / reference.)</i>	
	<b>(Inclusive of VAT)</b>

**BUSINESS NAME** : \_\_\_\_\_

**ADDRESS** : \_\_\_\_\_

**PHILGEPS REG. NO.** : \_\_\_\_\_

**TIN** : \_\_\_\_\_

**AUTHORIZED SIGNATORY** : \_\_\_\_\_  
(Signature over Printed Name)

**DATE** : \_\_\_\_\_

**CONTACT NOS.** : \_\_\_\_\_

**EMAIL ADDRESS** : \_\_\_\_\_

<b>INSTRUCTIONS:</b>
(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")
280 pcs	<b>Snacks for the National Women's Month Celebration kick-off</b> * Sandwich (no pork) * Juice *other snacks (open to proposal)	
	<b>Delivery:</b> ✓ 8F, PEZA Head Office, Pasay City	
	<b>Mode of payment:</b> ✓ 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:  
9th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
  
- Delivery Period: on 4 March 2024, 11:00AM
  
- 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:  
9<sup>th</sup> Floor DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City