RFQ No.	ESG-2025-05-012
Date	05/15/2025

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 3rd PEZA Water Safety Plan (WSP) Review and Seminar on WSP Development on May 27, 2025 at the PEZA Office, 8th Floor Conference Room, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City.**
Description/Specifications	**Packed meals with drinks and flowing coffee**
Approved Budget for the Contract (ABC)	**PHP 18,500.00**
Deadline of Submission of Bid	**May 20, 2025 at 2:00 PM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids **EnSD, 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 clarification, you may contact EnSD at telephone nos. (02) 8551-6561 or email mary.casibo@peza.gov.ph.

ENGR. SHIELA D. EVANGELISTA
OIC-DC, ESG

RFQ No.	ESG-2025-05-012
Date	05/15/2025

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ENGR. SHIELA D. EVANGELISTA
OIC-DC, ESG
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	Quantity	Bid Price (PHP)
Procurement of Meals and snacks for the 3rd PEZA Water Safety Plan (WSP) Review and Seminar on WSP Development on May 27, 2025 at the PEZA Office, 8th Floor Conference Room, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City. *(Please refer to Annex B for the complete specification / reference.)*	1 Lot	
(must be Inclusive of the following) • am snacks, packed lunch and pm snacks, with drinks, and flowing coffee • Price is inclusive of taxes, fees and other charges.		**(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.

RFQ No.	ESG-2025-05-012
Date	05/15/2025

Annex "B"

Technical Specifications

QTY	Specifications	Statement of Compliance (State whether "comply" or "not Comply")
1 Lot	Procurement of Meals and snacks for the 3rd PEZA Water Safety Plan (WSP) Review and Seminar on WSP Development on May 27, 2025 at the PEZA Office, 8th Floor Conference Room, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City. a. **Specifications:** (Water Safety Plan Review) • **Number of participants:** 25 Pax **Proposed Inclusion:** • **AM Snack**: *(*based on proposal)* • **Packed Lunch:** *(*based on proposal)* b. **Specifications:** (for PM Seminar) • **Number of participants:** 40 Pax **Proposed Inclusion:** • **PM Snack**: *(*based on proposal)* Food and consumables must be ensured of quality and freshness. All set meals should come with beverages (Canned Juices/Bottled Water) Inclusion of flowing coffee. Must be properly packed in a sturdy container with disposable cutlery and napkin for convenience during individual distribution.	
	Delivery: ✓ 8F, PEZA Head Office, Pasay City	
	Mode of payment: ✓ Send bill ✓ Price inclusive of all taxes and charges	

AUTHORIZED SIGNATORY :_____

(Signature over Printed Name)

DATE :_____

RFQ No.	ESG-2025-05-012
Date	05/15/2025

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:

  10th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: **on 27 May 2025, 8:00 AM (AM Snacks); 11:30 AM (lunch & PM Snacks)**

- 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:

  8th, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City