



Republic of the Philippines
Philippine Economic Zone Authority

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| RFQ No. | PPRG-22-16 |
| Date | November 29, 2022 |

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), intends to 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 Catering Services for the 2022 PEZA-Media Friendship Day |
| Description/Specifications | Attached Annex "A" |
| Approved Budget for the Contract (ABC) | PhP 21,000.00 |
| Deadline of Submission of Bid | December 5, 2022/ 5:00 PM |

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the **Promotions and Public Relations Group** at the PEZA Head Office, 10th Floor Double Dragon Center, West Building, Macapagal Avenue, Pasay City or thru email (marilyn.domingo@peza.gov.ph).

Bids must be submitted in sealed envelope or thru email with the following requirements:

| | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Mayor's/Business Permit or PhilGEPS Platinum Membership Certificate |
| | PhilGEPS Registration Number (<i>not required if PhilGEPS Platinum Membership Certificate is submitted</i>) |
| | 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> |



Certificate No.: PHP QMS 20 83 0042



"Made in the Philippines is best
The Philippines is Best to invest in"

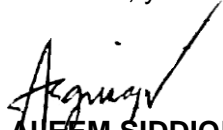




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Award of contract shall be given to the lowest calculated bidder which complies with the Price Quotation Form (Annex A), Procurement Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may email Ms. Marilyn Domingo at marilyn.domingo@peza.gov.ph


OIC DDG ALEEM SIDDIQUI M. GUIAPAL
Group Manager, Promotions and Public Relations Group



Certificate No.: PMP OMS 20 83 0042



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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

OIC DDG ALEEM SIDDIQUI M. GUIAPAL
Group Manager, Promotions and Public Relations Group
10th Floor Double Dragon Center West Building,
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 for the items as follows:

| Quantity | Description | Bid Price (PHP) |
|----------|--------------------------------------------------------------------------------|-------------------------|
| 1 Lot | Procurement of Catering Services for the 2022 PEZA-Media Friendship Day | |
| | | Inclusive of VAT |

BUSINESS NAME : _____
ADDRESS : _____
PHILGEPS REG. NO : _____
TIN : _____

AUTHORIZED SIGNATORY: _____
(Signature over Printed Name)

CONTACT NOS. : _____
EMAIL ADDRESS : _____

- | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>INSTRUCTIONS:</p> <ul style="list-style-type: none"> (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. |
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Annex "B"
TECHNICAL REQUIREMENTS

LOT DESCRIPTION: Procurement of Catering Services for the 2022 PEZA-Media Friendship Day

QUANTITY: 35

UOM: Pax

APPROVED BUDGET OF CONTRACT (ABC): Php 21,000.00

| Agency Specifications | Bidder's Statement of Compliance |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Date of Function: December 12, 2022/ Monday | |
| Event Proper/ Time: 11:00 AM to 1:00 PM | |
| Theme/ Motif: Corporate; Royal Blue and Red/ Maroon | |
| Venue: 8 th Floor Conference Room, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City | |
| <p>A. Menu (<u>Halal/ Non-pork</u>)</p> <p>Lunch <i>*Buffet Service</i></p> <ul style="list-style-type: none"> a. Beef Entrée b. Chicken Entrée c. Fish Entrée d. Salad/ Vegetables e. Steamed Rice f. Sliced Chiffon Cake g. Beverage (Bottled Water, Iced Tea, Overflowing Coffee) | |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>B. Set-up</p> <ol style="list-style-type: none"> 1. Uniformed professional waiters and banquet staffs 2. Provide accent pieces for tables. 3. Provide table cloths/ linens. 4. Use of utensils, chinaware, and glasses 5. One (1) Buffet Station with stylish equipment 6. One (1) Coffee Station with stylish equipment | |
| <p>C. Mode of Payment</p> <ol style="list-style-type: none"> 1. Send bill 2. Bid price inclusive of all taxes and charges | |
| <p>D. Accessibility</p> <ol style="list-style-type: none"> 1. Supplier must be located within 10 km radius of the venue (8th Floor Conference Room, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City) | |

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ANNEX "C"

TERMS AND CONDITIONS

- **Bidder shall type or write in "Ink" the following on the Price Quotation Form:**
 - his/her name or business name;
 - address;
 - PhilGEPS Registration No. / Organization No.
 - TIN
 - Authorized Signatory
 - Contact Nos.
 - Email Address

- **Submit the filled-up forms in sealed envelope or thru email at the following address:**
 - PPRG Office, 10/F, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City
 - marilyn.domingo@peza.gov.ph

- **Delivery period:** December 12, 2022

- **Terms of payment:** Through Cheque/15 working days upon receipt of original invoice.

- Winning bidder must deliver the item/s to the following address:
8th Floor Conference Room, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City