Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	BAC-2025-30
Date	21 November 2025

REQUEST FOR QUOTATION
Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake a **Lease of Venue** in accordance with Section 35.9 of the Implementing Rules and Regulations of the New Government Procurement Act.

Name of Procurement Project	**Lease of Venue and Provision of Food for the Conduct of 2025 Family Day for PEZA Head Office Employees**
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	**PhP1,000,666.67**
Deadline of Submission of Bid:	**25 November 2025; 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 to **Bids and Awards Committee, 8hFloor 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)*
- ✓ Business / Income Tax Return
  Note:
  - **Latest Income Tax Return filed via eFPS with proof of filing and payment, as applicable.** (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); **and**
  - **Latest Business Tax Return filed via eFPS with proof of filing and payment, as applicable.** (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 of 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 the **Bids and Awards Committee thru the Secretariat at 8551-3451 loc. 338 or send us an email at bacsec@peza.gov.ph**

ROWENA T. NAGUIT
BAC Chairperson

RFQ No.	BAC-2025-30

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. ROWENA T. NAGUIT
BAC Chairperson
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 Lot	**Lease of Venue and Provision of Food for the Conduct of 2025 Family Day for PEZA Head Office Employees** Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

BUSINESS 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"
TECHNICAL SPECIFICATION

Lease of Venue and Provision of Food for the Conduct of 2025 Family Day for PEZA Head Office Employees

Instructions: Bidders must indicate "Comply" or "Not Comply" for each item below and provide the corresponding page number in their proposal or technical documents where the requirement is addressed. Non-compliance with any of the mandatory requirements may be a ground for disqualification.

QTY	*SPECIFICATION*	***Statement of Compliance*** *(State whether "comply" or "not comply")*
	General Requirements	
	a. Target Event Date is **December 07, 2025 (Sunday)**	
	b. Location: Amusement or Themed Park within CALABARZON and Central Luzon	
	c. Guaranteed number of participants: 500 pax	
	d. Available parking for participants' vehicles and buses	
	Activity Venue	
	a) Counter ➢ Service provider shall set up counters exclusive for PEZA, each with at least one (1) staff assigned.	
	b) Venue for Activities ➢ The service provider shall provide venue for various attractions, facilities and services during the duration of the event within the facility itself ➢ Use of audio/video system ➢ The venue must have its own safe open area for the games and activities ➢ The venue has its own facilitator/program for the games and activities ➢ The venue offers variety of food concessioners that's serves quality and freshness meal. ➢ Enough Parking Space for the Buses ➢ Well maintained Comfort Rooms	
	Meal / Food Requirement/s:	
	➢ Lunch and Snacks (will be served by issuing a Meal Coupon or a similar form of voucher)	
	Transportation	
	➢ Three (3) Airconditioned Premium Bus ➢ Four (4) seats per row ➢ Forty-Five (45) Seating Capacity ➢ 2 Routes (PEZA HO to Venue and Venue to PEZA HO)	

	5. Mode of Payment 1. Check Payment upon submission of complete documents. **2.** Price inclusive of all taxes and charges	
	Note: 1. Set-up and other applicable requirements related to the event must be prepared at least a day before the event. 2. A designated coordinator must be readily available and present to ensure delivery and smooth flow of the event at the time of the activity. 3. Food and consumables must be ensured of quality and freshness.	

I hereby certify that the information indicated in this Statement of Compliance is true and correct. I further confirm that our company fully understands and commits to comply with the technical specifications, requirements, and conditions set forth in this procurement project.

Authorized Signatory: _____

(Signature over Printed Name)

Position/Designation: _____

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 or at the following address;

  Manually: BAC 9th floor, PEZA Auditorium, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: **December 07, 2025, or the rescheduled date** upon receipt of NTP/ Contract/ PO/ WO

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

- Winning Bidder must deliver the items/services to the following address: 10th floor, PEZA Audito Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City (as st Annex B of this RFQ)