Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PPRG-23-03-08
Date	15 March 2023

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 Digital Pilipinas and PEZA Capacity Building Session**
Description/Specifications	Please refer to the attached Annexes "A" and "B"
Approved Budget for the Contract (ABC)	PhP 35,000.00
Deadline of Submission of Bid	17 March 2023; 12:00NN

The proprietary source/exclusive provider is invited to submit their duly accomplished and filled-up Annex "A" and "B", manually on or before the deadline of submission of bids to **Promotions and Public Relations Group, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd., Pasay City.**

The following documentary requirements are required to be submitted prior to award:

	Mayor's/Business Permit or PhilGEPS Platinum Membership Certificate
	Omnibus Sworn Statement (Notarized) for ABCs above 50k (for SVP only) *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)*

For any clarification, you may contact **Promotions and Public Relations Group at 8551-3451 loc. 631** or email **Mr. Nasser Bansao** at Nasser.bansao@peza.gov.ph.

MS. ANIDELLE JOY M. ALGUSO
Chairperson
Bids and Awards Committee

GALING PINAS "Made in the Philippines is best The Philippines is Best to invest in"
THE PHILIPPINES

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

Ms. Anidelle Joy M. Alguso
Chairperson
Bids and Awards Committee
Philippine Economic Zone Authority (PEZA)
10th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Ave., 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 or the items as follows:

Description	Quantity	Unit Price	Bid Price
Catering Services for the Digital Pilipinas and PEZA Capacity Building Session		**PhP**	**PhP**

BUSINESS NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

TIN : _____

AUTHORIZED SIGNATORY : _____
(Signature over Printed Name)

DATE : _____

CONTACT NOS. : _____

EMAIL ADDRESS : _____

INSTRUCTIONS:

(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.
(5) Bids exceeding the ABC shall be automatically disqualified

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Annex "B"

TECHNICAL SPECIFICATIONS

Technical Specifications	Statement of Compliance (state whether "COMPLY" or "NOT COMPLY")
Name of the Function: Digital Pilipinas and PEZA: Capacity Building Session	
Date of Function: March 22, 2023	
Event Proper/ Time: 12:30PM-4:00PM	
Theme/ Motif: Black and Gold; Corporate	
Venue: PEZA Auditorium, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City	
Type of Service: Plated	
Minimum Guaranteed No. of Person: 65pax	
A. Menu (Halal/ Non-pork) **Heavy Snacks** **(March 22, 2023)** • Pasta (No Pork) • Clubhouse Sandwich (No Pork) • Overflowing Coffee • Iced Tea / Juice • Bottled Water	

B. Set-up 1. Uniformed professional waiters and banquet staffs 2. Use of utensils, chinaware, and glasses 3. Provide table cloths/ linens. 4. Provide accent pieces for tables and chairs. 5. Complete set-up and equipment o One (1) Coffee Station (inside the Auditorium) o Six (6) 10-Seater Round Tables (inside the Auditorium) o Sixty-five (65) Monobloc Chairs with Seat Cover (inside the Auditorium)	
C. Mode of Payment 1. Send bill 2. Price inclusive of all taxes and charges	
D. Accessibility • Supplier must be located within 10 km radius of the venue (DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City)	
E. Notes • Set-up and other applicable requirements related to the event must be prepared at least 3 hours before the event. • A designated coordinator must be readily available and present to ensure delivery and smooth flow of the catering services and set up at the time of the activity. • Food and consumables must be ensured of quality and freshness.	

RFQ No.	PPRG-2023-03-08

Annex "C"

TERMS AND CONDITIONS

1. **Bidder shall type or write in "Ink" the following on the Price Quotation Form:**
   - Business Name
   - Address
   - PhilGEPS Registration No./Organization No.
   - TIN
   - Authorized Signatory
   - Date
   - Contact Nos.
   - Email Address

2. **Submit the filled-up Forms (Annexes A and B) manually at the following address:**
   - **Manually:** PPRG, 10th floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd, Pasay City

3. **Delivery Period:** March 22, 2023

4. **Terms of Payment:** Through Cheque / 15 working days upon receipt of Original Sales Invoice/Billing Statement.

5. Winning bidder must deliver the items/services to the following address:

   10th floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd, Pasay City