



PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	PPRG-22-03-01
Date	25 March 2022

REQUEST FOR QUOTATION Alternative-Small Value Procurement

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will 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 Annual Assessment of PEZA's Strategic Programs and Transformation Roadmap
Description/Specifications	Attached Annex "A"
Approved Budget for the Contract (ABC)	PhP 300,000.00
Deadline of Submission of Bid	01 April 2022

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.

Bidders must submit sealed quotation/s in the address given above together with the following documentary requirements:

- 1.) Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
- 2.) PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted*)
- 3.) Omnibus Sworn Statement (notarized)

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.

Digitally signed by
Panga Tereso Ordas

TERESO O. PANGA
Chairman

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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

TERESO O. PANGA

Deputy Director General for Policy and Planning

8th Floor Double Dragon Center

West Building, Macapagal Blvd.

Pasay City

Thru: BAC Secretariat

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 Annual Assessment of PEZA's Strategic Programs and Transformation Roadmap	
		(Inclusive of VAT)

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es

<p>INSTRUCTIONS:</p> <p>(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.</p>

Annex "B"

TECHNICAL REQUIREMENTS

LOT DESCRIPTION: Procurement of Catering Services for the Annual Assessment of PEZA's Strategic Programs and Transformation Roadmap

QUANTITY: 350

UOM: Pax

APPROVED BUDGET OF CONTRACT (ABC): Php 300,000.00

Agency Specifications	Bidder's Statement of Compliance
Date/Time: April 8, 2022 2:00PM	
Venue: PEZA Auditorium	
<p>A. Menu</p> <ol style="list-style-type: none"> 1. Dinner buffet <ol style="list-style-type: none"> a. Appetizer b. Pork entrée c. Chicken entrée d. Beef entrée e. Seafood entrée f. Pasta/Noodles g. Rice h. Salad/Vegetable i. Dessert j. Beverage 	
<p>B. Set-up</p> <ol style="list-style-type: none"> 1. Uniformed professional waiters and banquet staff 2. Exclusive waiters and plating service for VIPs 3. Buffet Stations (1 for 8th floor, 1 for 9th floor, 1 for 10th floor) with stylish equipments 4. Tables and chairs 5. Artificial flowers and accessories arrangement 6. Provide accent pieces for tables and chairs 7. Linen (as necessary) 8. Use of utensils, chinaware, and glasses 	
<p>C. Mode of Payment</p> <ol style="list-style-type: none"> 1. Send bill 2. Bid price inclusive of all taxes and charges 	

Annex "C"

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the **sealed envelope**:
 - his/her name or business name;
 - address; and
 - identification of the item/s being quoted.
- Delivery period: 15 calendar days upon receipt of NTP/Contract/Work Order/PO.
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:
10th Floor Double Dragon Center, West Building, DD Meridian
ParkMacapagal Avenue, Pasay City