



Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	BAC 2023-12
Date	01 December 2023

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

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 Procurement Project	Procurement of Catering Services for the 2023 PEZA Christmas Party
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	PHP 634,750.00
Deadline of Submission of Bid:	December 5, 2023 5:00PM


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 Award Committee, 8th Floor 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*)
- ✓ Annual Income Tax Return
 - Note:
 - **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)

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 Bids and Awards Committee, at 8551-3451 loc. 272 or send us an email at bacsec@peza.gov.ph

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ANIDELLE JOY M. ALGUSO
BAC Chairperson

Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

MS. ANIDELLE JOY M. ALGUSO
 BAC Chairperson
 9th Floor Double Dragon Center, West
 Building, Macapagal Blvd.Pasay City

Thru: BAC Secretariat

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	Unit Price	Total Bid Price
1 Lot	Procurement of Catering Services for the 2023 PEZA Christmas Party Please refer to Annex B for the complete specifications/ reference <i>(Bid Price must be inclusive of VAT and other charges)</i>	PhP	PhP
Total			

BUSINESS NAME : _____
ADDRESS : _____

PHILGEPS REG. NO. : _____
BIR TIN No. : _____
AUTHORIZED SIGNATORY: _____
Signature Over Printed Name

DATE : _____
CONTACT NO. : _____
EMAIL ADDRESS: : _____

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| INSTRUCTIONS: |
| <ol 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. (5) Bids exceeding the ABC shall be automatically disqualified |

Annex "B"
**Technical Specifications for the Procurement of 2023 catering
 Services for PEZA Christmas Party**

Technical Specifications	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
A. Name of the Function: 2023 PEZA Christmas Party	
B. Date of Function: December 20, 2022/ Thursday or on the rescheduled date	
C. Event Proper/ Time: 3:00 PM onwards or on the rescheduled date	
D. Theme/ Motif: Merry and Bright PEZA Christmas Party	
E. Venue Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City	
F. Type of Service: <ul style="list-style-type: none"> • Plated (for VIPs) • Buffet (for 8TH, 9TH and 10th floor) 	
G. Minimum Guaranteed No. of Person: 400 pax (see distribution below) <ul style="list-style-type: none"> • 8th floor - 100 pax • 9th floor – 200 pax • 10th floor – 100 pax 	
F. Menu <ul style="list-style-type: none"> • Garden Fresh Salad • Baked Salmon • Chicken Pastel • Beef Salpicao • Seafood Linguine Pasta • Assorted Pastries • Overflowing Iced Tea and Lemonade 	
G. Set-up <ol style="list-style-type: none"> 1. Uniformed professional waiters 2. Round Table and Tiffany Chairs 3. Centerpiece per table 	

<ol style="list-style-type: none"> 4. Tables with floor length topper 5. Complete Dinner Set (Dinner Plate/Dessert Plate/Utensils/Water Goblet) 6. Utensils (Spoon/Fork/Dinner Knife/Dessert Spoon) 7. Chaffing Dish with Lights 8. Drinking Water with Ice 	
<p>H. Mode of Payment</p> <ol style="list-style-type: none"> 1. Send bill 2. Price inclusive of all taxes and charges 	
<p>H. Accessibility</p> <p>Supplier must be located within 5 km radius of the venue (Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City)</p>	
<p>Note:</p> <ol style="list-style-type: none"> 1. End-User may require additional requirements such as food tasting for at least 10-20 persons prior the event 2. Set-up and other applicable requirements related to the event must be prepared at least a day before the event. 3. A designated coordinator must be readily available and present to ensure delivery and smooth flow of the catering service at the time of the activity 4. Food and consumables must be ensured of quality and freshness. 	

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE :

SAMPLE LAYOUT



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 Secretariat, 8th floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: **December 20, 2022, or the rescheduled date** upon receipt of NTP/ Contract/ PO (Set-up must be made day before the event)

- 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:
 - 10th floor, PEZA Head Office, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay or as stated in the Annex B of this RFQ.