

RFQ No.	PSD 2024-09-01
Date	12 September 2024

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: 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 Packed Lunch with drinks for the CSC Virtual Audit
Description/Specifications	Packed Lunch w/ drinks for 120 pax
Delivery Dates	Day 1 >> 17 Sep 2024 = 40 pax Day 2 >> 18 Sep 2024 = 40 pax Day 3 >> 19 Sep 2024 = 40 pax
Approved Budget for the Contract (ABC)	PhP 42,000.00
Deadline of Submission of Bids	16 September 2024, 12:00 pm

Interested bidders may submit their duly accomplished and filled-up Annexes "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Division (HRDD), 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.**

Bids must be submitted manually or thru email together with the following documentary requirements:

✓	Mayor's/Business Permit <u>or</u> PhilGEPS Platinum Membership Certificate
	Omnibus Sworn Statement (Notarized) for ABCs above 50K (for SVP only) <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>
✓	PhilGEPS Registration Number (<i>not required if PhilGEPS Platinum Membership Certificate is submitted</i>)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact **HRD Division at telephone nos. (02) 8551 3451 local/s 272 or email trainingdivision@peza.gov.ph**


JOY ANNE G. NAVALON
Department Manager, HRDD


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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

JOY ANNE G. NAVALON
Department Manager
Human Resource Development Department
Philippine Economic Zone Authority
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue Pasay City.

Dear Sir/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:

Item No.	Description	(A) Quantity	(B) Unit Price	(A x B) Total Bid Price (PhP)
1	Packed Lunch w/ drinks 40 pax per day x 3 days	120 pax		

BUSINESS NAME : _____
ADDRESS : _____
PHILGEPS REG. NO. : _____
TIN : _____
AUTHORIZED SIGNATORY: _____
(Signature over Printed Name)
DATE : _____
CONTACT NOS. : _____
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.
- (5) Bids exceeding the ABC shall be automatically disqualified.

Annex "B"
Technical Specifications

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
<p style="text-align: center;">120 pax (40 pax per day)</p>	<ol style="list-style-type: none"> 1. Title of Activity: Packed Lunch with drinks for the CSC Virtual Audit 2. Dates: Day 1 >> 17 September 2024 Day 2 >> 18 September 2024 Day 3 >> 19 September 2024 3. Venue: 8th floor ODDGPP Conference Room, Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City 4. Menu: <i>Steamed Rice; Vegetables; 2 viands (either fish, chicken, or beef, NO PORK); dessert; with drinks (bottled/canned juice/soda)</i> 5. Set up: Packed Lunch w/ utensils 6. Instructions/inclusions: <ol style="list-style-type: none"> a. Food and consumables must be ensured of quality and freshness. b. Food items must be placed in clean containers for hygienic purposes. 7. Payment Terms: Payment will be made only after full delivery of the goods/service and submission of required documents. 	

Authorized Signatory: _____
(Signature over Printed Name)

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 (Annexes A and B) Forms manually or thru email at the following address;
 - **Manually** : Personnel Services Division, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City.
 - **Email:** hrd@peza.gov.ph

- **Delivery Date/Period:** Day 1 on 17 September 2024
Day 2 on 18 September 2024
Day 3 on 19 September 2024

- Provider must be within 10-kilometer radius from the venue.

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

- Winning Bidder must deliver the items/services to the following address:
10th floor PEZA Auditorium, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.

- In case the deadline for the submission of bids/quotations is declared as a non-working holiday, it shall automatically be moved to the next working day.