Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PPRG-24-02-03
Date	February 14, 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 Food Cart Services for the PEZA 29th Anniversary**
Description/Specifications	**Attached Annex "B"**
Approved Budget for the Contract (ABC)	**Php 110,000.00**
Deadline of Submission of Bid	**February 19, 2024; 9:00 AM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" 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.**

Bids 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: o For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; o 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)*

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 **Promotions and Public Relations Group** at **8551-34-38 (Direct Line) / 8551-3451 loc. 631** or send us an email at **marilyn.domingo@peza.gov.ph**

MANIDELLE JOY M. ALGUSO
Concurrent OIC – GM, PPRG

RFQ No.	PPRG-24-02-03

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ANIDELLE JOY M. ALGUSO
Concurrent OIC – Group Manager
Promotions and Public Relations Group
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 VAT) for the following items:

Description	Bid Price (PHP)
Procurement of Food Cart Services for the PEZA 29th Anniversary *(Please refer to Annex B for the complete specification / reference. Bid price must be inclusive of VAT and other charges)*	PhP
	(Inclusive of VAT)

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

	Specifications	**Statement of Compliance** (State whether "Comply" or "Not Comply")
	Name of the Function: PEZA 29th Anniversary Celebration	
	Date of Function: March 1, 2024/ Friday	
	Event Proper/ Time: 2:00 PM to 7:00 PM	
	Theme/ Motif: Peach and Dark Green	
	Venue: DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City (10th Floor Hallways)	
	Type of Service: Food Cart Set Up	
	Minimum Guaranteed No. of Person: 400 pax	
	A. Menu • **Snacks and Drinks (400 servings per cart)** - Fries (3 Flavors) - Jumbo Hotdog on Stick - Pinoy Sorbetes / Ice Cream (2 flavors) - Mix Balls (Fishball, Squid ball, Kikiam) - Milk Tea (2 Flavors)	
	B. Set-Up 1. Uniformed staffs to man the food carts 2. Complete set-up and equipment 3. Food cart aligned to Party theme	
	C. 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 party set up at the time of the activity. • Food and consumables must be ensured of quality and freshness.	
	D. Mode of Payment a. Send bill b. Price inclusive of all taxes and charges	

	E. Accessibility Supplier must be located within 20 km radius of the venue (DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City)	

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 at the following address:

  Manually: Promotions and Public Relations Group 10th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: **March 1, 2024/ Friday**

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

- Winning Bidder must deliver the items/services to the following address:
  10th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City