Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	HRD Div-2026-04-008
Date	14 April 2026

REQUEST FOR QUOTATION
Small Value Procurement [Sec. 34]

The Philippine Economic Zone Authority (PEZA) intends to undertake the **Small Value Procurement** in accordance with **Section 34** of the Implementing Rules and Regulations of the **Republic Act No. 12009**.

Name of Procurement Project	Procurement of meals, beverages, flowing coffee and hot choco for the conduct of the Professionalism, Ethics, and Values for Service Excellence (PEVSE)" for Batch 4, 5, 6, and 7
Description/Specifications	(Please refer to the attached Annex B)
Approved Budget for the Contract (ABC)	Php362,100.00
Deadline of Submission of Bid:	20 April 2026, 10:00 AM

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Department (HRDD) – Training Division, 9th 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 or through email: *trainingdivision@peza.gov.ph*:

✓ 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 for ABC above 500K
Note:
- **Latest Income Tax Return filed via eFPS with proof of payment and filing, as applicable** (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) **and**
- **Latest Business Tax Return filed via eFPS, with proof of payment and filing** (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 **HRDD – Training Division at telephone nos. (02) 8551 3451 local/s 272 or email trainingdivision@peza.gov.ph**

JO-SHANCY S. BERMUDEZ
Division Chief III, HRD Division

RFQ No.	HRD Div-2026-04-008
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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

JO-SHANCY S. BERMUDEZ
Division Chief III, HRD Division
Philippine Economic Zone Authority
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal AvenuePasay 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:

No.	Description	Total Bid Price
1	Procurement of meals, beverages, flowing coffee and hot choco for the conduct of the "Professionalism, Ethics, and Values for Service Excellence (PEVSE)" for Batch 4, 5, 6, and 7, on the following dates: Batch 4: 22 - 23 April 2026 Batch 5: 27 - 28 April 2026 Batch 6: 20 – 21 May 2026 Batch 7: 25 - 26 May 2026 ***(Dates may be changed, the Winning Bidder MUST be flexible on the changes)*** **TOTAL NUMBER OF PAX: 426 PAX** **Batch 4, 5, and 6 = 300 PAX (100 PAX/Batch x 3 Batches)** Breakfast = 50 PAX/day x 2 days Lunch = 50 PAX/day x 2 days PM Snack = 50 PAX/day x 2 days **Batch 7 = 126 PAX (63 PAX/day)** Breakfast = 63 PAX/day x 2 days Lunch = 63 PAX/day x 2 days PM Snack = 63 PAX/day x 2 days ***(Bid Price must be inclusive of VAT and other charges)***	
	Total	

COMPANY/CLINIC NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS : _____

For proper withholding tax and VAT treatment, may we confirm if your company is VAT-registered or non-VAT? _____

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.

Annex "B"

TECHNICAL SPECIFICATION/ TERMS OF REFERENCE

PROCUREMENT OF MEALS, BEVERAGES, FLOWING COFFEE AND HOT CHOCO FOR THE CONDUCT OF THE "PROFESSIONALISM, ETHICS, AND VALUES FOR SERVICE EXCELLENCE (PEVSE)" FOR BATCH 4, 5, 6, AND 7

[No]	[REQUIREMENT/DESCRIPTION/INFORMATION]	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
1	1. **Delivery Date:** Batch 4: 22 - 23 April 2026 Batch 5: 27 - 28 April 2026 Batch 6: 20 – 21 May 2026 Batch 7: 25 - 26 May 2026 **TOTAL NUMBER OF PAX: 426 PAX** **Batch 4, 5, and 6 = 300 PAX (100 PAX/Batch x 3 Batches) – Packed Meals with beverages** Breakfast = 50 PAX/day x 2 days Lunch = 50 PAX/day x 2 days PM Snack = 50 PAX/day x 2 days **Batch 7 = 126 PAX (63 PAX/day) – Buffet** Breakfast = 63 PAX/day x 2 days Lunch = 63 PAX/day x 2 days PM Snack = 63 PAX/day x 2 days Venue/Place of Delivery: PEZA Training Room, 9th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City *(NOTE: Dates and Venue/Place of Delivery may be changed but within Pasay City area only, the Winning Bidder MUST be flexible on the changes)* 2. **Menu:** *(Kindly send us your menu options for selection, taking into consideration that we have Muslim participants and others with specific food restrictions.)* **Breakfast:** Fried/garlic rice, One viand (either fish, chicken, beef), egg (scrambled, sunny-side-up, etc.), medium sized banana/taho or other healthy options with drinks **Lunch:** Steamed rice, side dish/vegetables, Two viands (either fish, chicken, beef), Noodles/Pasta, Dessert/fruits, Soup, Drinks/beverages (assorted bottled drinks) **PM Snack:** Pasta, Savory Bites/Pastries & Baked Goods with drinks 3. **Set up:** Batch 4, 5, 6, and 7: Packed meals with bottled drinks (assorted); Set-up simple table for the food, flowing coffee and hot choco Batch 7: Buffet setup with complete utensils, percolator, paper cups, stirrers, and other catering essentials. 4. **Instructions/inclusions:** a) Food and consumables must be ensured of quality and freshness. b) Food items must be placed in clean, food-grade, and secure containers to prevent cross-contamination, bacteria growth, and pest infestation and to ensure food safety. c) The Winning Bidder must provide nuts/mints during the whole duration of the session. e) Shall provide buffer of 10% of the total number of pax per batch f) The Winning Bidder must ensure that there is a staff in-charge of the buffet counter. g) The Winning Bidder must provide containers for take-out or excess food (Buffet) f) The Winning Bidder shall deliver the food to the venue indicated in item No. 1 of this Annex (Note: The buyer will not pick-up the delivery of food purchased) 5. **Payment Terms:** Payment will be made only after full delivery of the goods/service and submission of required documents (e.g., billing statement, etc.).	

**Include copy of proposal/photo of the product if applicable*

CERTIFICATE OF COMPLIANCE TO THE TECHNICAL SPECIFICATION/TERMS OF REFERENCE

We hereby certify that the goods/services offered and submitted by our company fully comply with the technical specifications and requirements set forth by the Procuring Entity.

We further confirm that all documents submitted, including the signed Technical Specifications, are true, correct, and complete, and that any deviation, misrepresentation, or non-compliance shall be grounds for disqualification, contract termination, or other remedies allowed by law.

We undertake to deliver the goods/services strictly in accordance with the approved technical specifications.

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

DATE : _____

ANNEX "C"
Terms and Conditions

I.	**SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of Store - Address - PhilGEPS Registration/Org. No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - VAT/Non-VAT confirmation - Copy of Proposal/Brochures, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: *HRDD – Training Division, 9th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.* **Email:** *trainingdivision@peza.gov.ph*
III.	**DELIVERY PERIOD**	Batch 4: 22 - 23 April 2026 Batch 5: 27 - 28 April 2026 Batch 6: 20 – 21 May 2026 Batch 7: 25 - 26 May 2026 as stated in Annex "B" *(NOTE: Delivery Dates may be changed, the Winning Bidder MUST be flexible on the changes)*
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 30 working days upon receipt of the Original Sales Invoice / Billing Statement and complete attachments/supporting documents
V.	**DELIVERY /LOCATION**	Winning Bidder must deliver the items/services to the following address together with the list of product/services: *PEZA Training Room, 9th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City* *(NOTE: Venue/Place of Delivery may be changed but within Pasay City area only, the Winning Bidder MUST be flexible on the changes)*