



# PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	PPRG-22-08
Date	13 June 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	<b>Procurement of Catering Services for Global Biz Forum and Ecozone Visit with LGU Cabadbaran</b>
Description/Specifications	<b>Attached Annex "A"</b>
Approved Budget for the Contract (ABC)	<b>PhP 40,000.00</b>
Deadline of Submission of Bid	<b>16 June 2022</b>

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the Promotion and Public Relations Group at the PEZA Head Office, 10<sup>th</sup> 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](mailto:marilyn.domingo@peza.gov.ph).

### ALEEM SIDDIQUI M. GUIAPAL

Group Manager, Promotions and Public Relations Group

10th Floor, DoubleDragon Center West Building  
DD Meridian Park, Macapagal Avenue, Pasay City, 1302  
Trunklines: (632) 8551-3451 · 8551-3435 to 37 · Facsimile (632) 8891-6380  
E-mails: [odgcbp@peza.gov.ph](mailto:odgcbp@peza.gov.ph) · [info@peza.gov.ph](mailto:info@peza.gov.ph)

ISO 9001:2015 Certified Organization  
with Certificate Nos AJA 08/13114 and AJA 08-009  
Direct lines: (632) 8551-3432 · 8551-3454 to 55  
Website: [www.peza.gov.ph](http://www.peza.gov.ph)

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Annex "A"  
**PRICE QUOTATION FORM**  
(Financial Bid)

**ALEEM SIDDIQUI M. GUIAPAL**

Group Manager, Promotions and Public Relations Group

10<sup>th</sup> Floor Double Dragon Center  
West Building, Macapagal Blvd.  
Pasay City

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	<b>Procurement of Catering Services for Global Biz Forum and Ecozone Visit with LGU Cabadbaran</b>	
		<b>(Inclusive of VAT)</b>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Office Telephone No. / Mobile Telephone No.

\_\_\_\_\_  
Email address/es

<b>INSTRUCTIONS:</b>
(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.

## Annex "B"

**TECHNICAL REQUIREMENTS**

**LOT DESCRIPTION:** Procurement of Catering Services for Global Biz Forum and Ecozone Visit with LGU Cabadbaran

**QUANTITY:** 80

**UOM:** Pax

**APPROVED BUDGET OF**

**CONTRACT (ABC):** Php 40,000.00

Agency Specifications	Bidder's Statement of Compliance
<b>Date/Time:</b> June 22, 2022; 8:00 AM – 12:00 NN	
<b>Venue:</b> PEZA Auditorium	
<p><b>A. Menu (<u>Halal/ Non-pork</u>)</b></p> <p><b><u>AM</u></b></p> <p>a. Overflowing Coffee, Water</p> <p><b><u>Lunch</u></b> *Plated (for VIPs) – 30 pax</p> <p>a. Chicken entrée b. Fish entrée c. Rice d. Salad/Vegetable e. Fruits f. Beverage (Bottled Water/ Juice)</p> <p><b><u>PM Snacks (Packed)</u></b></p> <p>a. Sandwich/ Pastries b. Bottled Water</p>	
<p><b>B. Set-up</b></p> <p>1. Uniformed professional waiters and banquet staff 2. One (1) Buffet Station with stylish equipment 3. Three 10-Seater Round Tables and 24 Tiffany chairs 4. One (1) Presidential Table 5. Provide accent pieces for tables and chairs 6. Linen (as necessary) 7. Use of utensils, chinaware, and glasses</p>	
<p><b>C. Mode of Payment</b></p> <p>1. Send bill 2. Bid price inclusive of all taxes and charges</p>	

## 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: June 22, 2022.
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:  
10<sup>th</sup> Floor Double Dragon Center, West Building, DD Meridian  
Park Macapagal Avenue, Pasay City