Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	CPD-2026-04-01
Date	14 April 2026

REQUEST FOR QUOTATION
(Small Value Procurement)

The Philippine Economic Zone Authority (PEZA) intends to undertake **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 Technical Assistance Services for the Conduct of the Public Service Continuity Plan (PSCP) Mentorship Program**
Description/Specifications	(Please refer to Annex B)
Approved Budget for the Contract (ABC)	**Php 300,000.00**
Deadline of Submission of Bid:	**April 27, 2026, 12:00 NN**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **and Awards Committee (BAC) 8thFloor 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)*

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 BAC at telephone nos. 8551-3438 / (02) 8551-3451 local 232 0r 8806-5644 0r bacsec@peza.gov.ph.

EMMANUEL D. CORTERO
Acting Deputy Director General, Policy & Planning Group and
Continuity Manager for PEZA Continuity Core Team

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

EMMANUEL D. CORTERO
Acting Deputy Director General of the Policy & Planning Group and
Continuity Manager for PEZA Continuity Core Team (CCT)
PHILIPPINE ECONOMIC ZONE AUTHORITY
8th Floor Double Dragon Center, West building
DD Meridian Park, Macapagal Ave, 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 (inclusive of VAT) for the following items:

No.	Description	Total Bid Price
	Procurement of Technical Assistance Services for the Conduct of the Public Service Continuity Plan (PSCP) Mentorship Program *(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 TECHNICAL ASSISTANCE SERVICES ON THE CONDUCT OF PUBLIC SERVICE CONTINUITY PLAN (PSCP) MENTORSHIP PROGRAM

Instructions: Bidders shall indicate "Comply" or "Not Comply" for every item listed below and shall state the specific page number(s) of their proposal or technical documents where compliance with the requirement is demonstrated.

No	[REQUIREMENT/DESCRIPTION/INFORMATION]	STATEMENT OF COMPLIANCE (State whether "COMPLY" or "NOT COMPLY")
I	**MINIMUM TEN (10) YEARS OF RELEVANT EXPERIENCE** The bidder must have at least ten (10) years of proven experience in the areas of: • Continuity planning or business continuity management • Public safety, emergency management, or critical services operations • Development of continuity frameworks, plans, BIAs, risk assessments, and exercises	
II	**QUALIFIED AND CERTIFIED FACILITATORS** The bidder must provide trained and experienced facilitators with demonstrated expertise in: • Certified business continuity planner • Continuity planning and program development • Emergency preparedness and humanitarian response • Exercise design, including tabletop and functional exercises • Incident management, emergency operations, or public safety operations	
III	**EXPERIENCE WORKING WITH THE GOVERNMENT OR INVESTMENT PROMOTION AGENCIES** The bidder must demonstrate previous work with government agencies, investment promotion agencies, or similar public-sector institutions, preferably involving: • Business continuity planning or emergency management consulting • Multi-stakeholder coordination involving law enforcement, emergency services, or regulatory bodies • Development of governance frameworks, operational plans, or large-scale training/exercise programs	
IV	**DEMONSTRATED TRACK RECORD OF SIMILAR PROJECTS** The bidder shall have at least 10 completed continuity or emergency management projects delivered within the last 10 years, including client references or proof of completion.	

V	**PROGRAM COMPONENT** **Phase 1: Building the Continuity Core Team (7 days)** • Initial data gathering and consultations with Continuity Core Team (CCT) to determine the agency's readiness • Orientation and overview of the Public Service Continuity Plan (PSCP) to the CCT **Phase 2: Development of the Public Service Continuity Plan (3 days)** • Conduct of workshop/writeshop for the finalization of the PEZA's PSCP which includes the following: ➢ Risk identification and assessment ➢ Business/service impact analysis **Phase 3: Technical Review and Assistance ((30 days)** • Further technical assistance for the finalization of the PSCP Handbook • Review and enhancement of the PSCP Handbook • Development of mitigation and implementation plan • Approval of the PSCP handbook **Phase 4: Implementation, Testing, and Continuous Improvement (270 days)** • Pilot implementation and testing of the PSCP handbook • Updating of the PSCP handbook based on the comments and observations of the stakeholders and PEZA personnel involved	
VI	**MODE OF PAYMENT** • Billing after every completion of the project phases and submission of supporting documents for each completed project phase • Price inclusive of all taxes and charges	

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

We hereby commit to deliver the specified goods in full compliance with the technical specifications, delivery schedule, and quality standards required by the procuring entity. We ensure that all items will be supplied in good condition, free from defects, and in accordance with the agreed terms and conditions.

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** at the following address; *Philippine Economic Zone Authority* *8th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City*
III.	**DELIVERY PERIOD**	Delivery Period: within 15 calendar days upon receipt of NTP/PO/Contract (Please refer to Annex B for the details)
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon completion of each phase and receipt of supporting document of each completed project phase
V.	**DELIVERY /LOCATION**	Winning Bidder must deliver the items/services to the following address together with the list of product/services: *8th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City, or to the Philippine Economic Zone Authority (PEZA) Business and Investment Center, Roxas Boulevard corner San Luis Street, Pasay City, Metro Manila, or at the reflected delivery area specified under Annex B* **For Goods and Services (i.e. Equipment, Devices, and etc.) please provide list of product services to be delivered (please refer to format provided attached as Annex D via hard copy and excel file to be submitted at the email reflected in this RFQ.*