RFQ No.	HRD Div-2025-017
Date	25 JUNE 2025

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 2016Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project:	**Procurement of Packed meals, snacks, beverages, and flowing coffee for the Workshop for the Competency Based Human Resource System**
Description/Specifications:	Packed meals (breakfast & lunch), PM snacks, beverages, and free-flowing coffee 55 participants and guests x 2 days = 110 covers/headcount for meals Delivery dates: 01 - 02 July 2025
Approved Budget for the Contract (ABC):	PhP 88,000.00
Deadline of Submission of Bids	30 June 2025, 08:00 am

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 **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K (for SVP only) *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 (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 III, Human Resource Development Department

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

JOY ANNE G. NAVALON
Department Manager III,
Human Resource Development Department
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:

Item No.	Description	*(A) Quantity*	*(B)* Unit Price	*(A x B)* Total Bid Price (PhP)
1	Packed meals (breakfast & lunch), PM snacks, beverages, and free-flowing coffee 55 participants and guests x 2 days = 110 covers/headcount for meals Delivery dates: 01 - 02 July 2025	110 total covers/head count for meals		

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.

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Annex "B"

Technical Specifications

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
110 total covers / headcount for meals (55 pax per day) (55 pax per day) (55 pax per day)	**I. Title of Activity: Procurement of Packed meals, snacks, beverages, and flowing coffee for the Workshop for the Competency Based Human Resource System** **II. Dates:** 01-02 July 2025 ***Breakfast*** *– must be set and available by 07:30 AM* ***Lunch*** *– must be available by 11:00 AM* ***PM snacks*** – must be available by 02:30 PM **III. Delivery Locations:** 9th floor PEZA Training Room, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City. **IV. Menu:** **Breakfast:** Any Silog meal **Lunch:** (Send us your menu options for selection, especially considering that we have Muslim guests.) *Steamed rice* *Vegetables* *Two viands (either fish, chicken, or beef; NO pork to accommodate our Muslim guests.* *Dessert: preferably sliced fruits* *Hot soup* *Drinks/beverages* **PM Snacks:** (Any of the following options with drinks) ***Filipino Snacks:*** *Pancit, pasta, sandwiches, puto & kutsinta, turon, bibingka, arroz caldo, empanada, suman,* ***Savory Bites:*** *Cheese sticks, mini burgers, chicken nuggets, lumpiang shanghai, nachos* ***Healthy Options:*** *Fresh fruit cups, yogurt with granola, veggie sticks, boiled sweet potatoes, mixed nuts,* ***Pastries & Baked Goods:*** *Ensaymada, cheese bread, banana bread, muffins, croissants, Danish pastries,* ***Western-style Snacks:*** *Club sandwiches, tuna/egg salad sandwiches, pizza slices, quesadillas, bruschetta, etc.* **V. Set up:** Packed meals **VI. Instructions/inclusions:** 1. Ensure the **quality and freshness** of all food and consumables; rice and viand must arrive warm upon delivery. 2. Provide **flowing brewed coffee with a percolator, creamer, and sugar** throughout the event. 3. Supply **stirrers, table napkins, and other necessary dining essentials**. **VII. 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 : _____

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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** : HRD Division, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City.
  - **Email:** trainingdivision@peza.gov.ph

- Delivery **Date/Period**: 01-02 June 2025 or on agreed date and time
- 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:
  9th floor PEZA Training Room, 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.