Republic of the Philippines

# PHILIPPINE ECONOMIC ZONE AUTHORITY

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| RFQ No. | CPDRFQ-2025-11-03 |
| Date | 28 November 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.

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| **Name of Project:** | Procurement of buffet meals, snacks, beverages, and flowing coffee for the PEZA Sustainability Visioning and Materiality, and Sustainable Development Goals Impact Measurement (SDG) and Management Workshops (IMM). |
| **Description/Specifications**: | Buffet meals, snacks, beverages, and flowing coffee on the following dates and time:<br>***03 – 04 December 2025 from 8:00 AM to 5:00 PM***<br>Breakfast = 55 pax x 2 days ***(must be available by 7:20 AM)***<br>Lunch = 55 pax x 2 days ***(must be available by 11:00 AM)***<br>PM Snacks = 55 pax x 2 days ***(must be available by 2:45 PM)*** |
| **Approved Budget for the Contract (ABC):** | **PhP 88,000.00 (55 pax*800*2 days)** |
| **Deadline of Submission of Bids** | 02 December 2025 at 10:00 AM |

Interested bidders may submit their duly accomplished and filled-up Annexes "A" & "B" on or before the deadline of submission of bids to **Corporate Planning Department (CPD), 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bids must be submitted manually or thru email together with the following documentary requirements:

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| ✓ | Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate |
| ✓ | Omnibus Sworn Statement (Notarized) for ABCs above 50K (for SVP only)<br>*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 **Corporate Planning Department (CPD) at telephone nos. (02) 8551 3451 local 232 or email cpd@peza.gov.ph or Human Resource Development Division (Training) at Telephone nos. (02) 8551 3451 local 272 or email trainingdivision@peza.gov.ph**

**MELENCIO A. SILO IV**
Acting Department Manager III,
Corporate Planning Department

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Annex "A"

**PRICE QUOTATION FORM**

(Financial Bid)

**MELENCIO A. SILO IV**
Acting Department Manager III, Corporate Planning Department
Philippine Economic Zone Authority
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay 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 | Buffet meals, snacks, beverages, and flowing coffee on the following dates and time:<br>***03 – 04 December 2025 from 8:00 AM to 5:00 PM***<br>Breakfast = 55 pax x 2 days ***(must be available by 7:20 AM)***<br>Lunch = 55 pax x 2 days ***(must be available by 11:00 AM)***<br>PM Snacks = 55 pax x 2 days ***(must be available by 2:45 PM)*** | | | |

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") |
|---|---|---|
| (see specs) | **1. Title of Activity:** Procurement of buffet meals, snacks, beverages, and flowing coffee for the PEZA Sustainability Visioning and Materiality, and Sustainable Development Goals Impact Measurement (SDG) and Management Workshops (IMM).<br>**Delivery Date:** ***03-04 December 2025 from 8:00 AM to 5:00 PM***<br>Breakfast = 55 pax x 2 days ***(must be available by 7:20 AM)***<br>Lunch = 55 pax x 2 days ***(must be available by 11:00 AM)***<br>PM Snacks = 55 pax x 2 days ***(must be available by 2:45 PM)***<br><br>**Venue/Place of Delivery:** 9th floor PEZA Training Room, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.<br>**2. Menu:** *(Kindly send us your menu options for selection, taking into Consideration that we have Muslim participants and others with specific food restrictions.)*<br>***Breakfast:*** *"silog" meal or other breakfast options.*<br>***Lunch****:*<br>*Steamed rice*<br>*Vegetables*<br>*Two viands (either fish, chicken, beef, pork)*<br>***Dessert:*** *preferably sliced fruits, healthier options*<br>*Hot soup*<br>*Drinks/beverages*<br>***PM Snacks:*** *(Any of the following options with drinks)*<br>*Filipino Snacks: Pancit, pasta, sandwiches, puto & kutsinta, turon, bibingka, arroz caldo, empanada, suman,*<br>*Savory Bites: Cheese sticks, mini burgers, chicken nuggets, lumpiang shanghai, nachos*<br>*Healthy Options: Fresh fruit cups, yogurt with granola, veggie sticks, boiled sweet potatoes, mixed nuts,*<br>*Pastries & Baked Goods: Ensaymada, cheese bread, banana bread, muffins, croissants, Danish pastries,*<br>*Western-style Snacks: Club sandwiches, tuna/egg salad sandwiches, pizza slices, quesadillas, bruschetta, etc.*<br>1. **Set up:** Buffet setup with complete utensils, percolator, paper cups, stirrers, and other catering essentials.<br>2. **Instructions/inclusions:**<br>a) Food and consumables must be ensured of quality and freshness.<br>b) Food items must be placed in clean containers for hygienic purposes.<br>c) Buffer of 3-5 pax<br>3. **Payment Terms:** Payment will be made only after full delivery of the goods/service and submission of required documents (e.g., billing statement, etc.). | |

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**: Corporate Planning Department, 8th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City.
  - **Email:** cpd@peza.gov.ph

- Delivery **Date/Period**: 03 – 04 December 2025 or on agreed date/s
  (please see specs for details regarding delivery 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:
  **10th floor PEZA Auditorium, 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.