Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	HRDD-PSD-2025-11-006
Date	November 17, 2025

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to 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 Procurement Project	**Procurement of Catering Services for the 2025 PEZA Year-End Assessment and Thanksgiving Event (December 19, 2025)**
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	**PhP 472,500.00**
Deadline of Submission of Bid:	**24 November 2025 at 12:00 PM**

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, 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:

- ✓ 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 **Human Resource Development Department – Personnel Services Division at 8551-3451 loc 318 or email us at hrd@peza.gov.ph.**

ATTY. ROMEO P. VILLARTA, III
Division Chief III
Personnel Services Division

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ATTY. ROMEO P. VILLARTA, III
Division Chief
Personnel Services Division
Philippine Economic Zone Authority
9th Floor Double Dragon Center, West
Building, Macapagal Blvd.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:

No.	Description	(A) Quantity	(B) Unit Price	(A x B) Total Bid Price (Php)
1 Lot	**Procurement of Catering Services (Dinner) for the 2025 PEZA Year End Assessment and Thanksgiving Event** Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	**405pax**		
	Total			

BUSINESS NAME : _____
ADDRESS : _____

PHILGEPS REG. NO. : _____
BIR TIN No. : _____
AUTHORIZED SIGNATORY: _____
Signature Over Printed Name

DATE : _____
CONTACT NO. : _____
EMAIL ADDRESS: : _____

INSTRUCTIONS:

(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.
(5) Bids exceeding the ABC shall be automatically disqualified

Annex "B"

Procurement of Catering Services (Dinner) for the

2025 PEZA Year End Assessment and Thanksgiving Event

Technical Specifications	**Statement of Compliance** (State whether "COMPLY" or "NOT COMPLY"
Name of the Function: 2025 PEZA Year End Assessment and Thanksgiving Event	
Date of Function: December 19, 2025/ Friday	
Event Proper/ Time: 5:00 PM	
Theme/ Motif: RED AND GREEN	
Venue Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City	
Type of Service: • Plated (for VIPs) • Buffet Station (for 8TH, 9TH and 10th floor)	
Minimum Guaranteed No. of Person: 405 pax (see distribution below) • 8th floor - 100 pax • 9th floor – 155 pax • 10th floor – 150 pax	
Working Budget:	
A. Menu • Fish/Seafood Viand • Chicken Viand • Beef Viand • Pasta • Vegetables • Cake/Pastries/Fruit • Overflowing Iced Tea or Juice	
B. **Set-up** 1. Uniformed professional waiters 2. Round Table and Tiffany Chairs 3. Centerpiece per table 4. Tables with floor length topper	

5. Complete Dinner Set 6. Utensils 7. Chaffing Dish with Lights 8. Drinking Water with Ice	
C. Payment Terms Payment will be made only after full delivery of the goods/service and submission of required documents (e.g., billing statement etc.)	
D. Accessibility Supplier must be located within 5 km radius of the venue (Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City)	
Note: 1. Set-up and other applicable requirements related to the event must be prepared at least a day before the event. 2. A designated coordinator must be readily available and present to ensure delivery and smooth flow of the catering service at the time of the activity 3. Food and consumables must be ensured of quality and freshness. 4. End-User may require additional requirements such as food tasting for at least 5-10 persons prior the event.	

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

SAMPLE LAYOUT

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 Forms (Annexes A and B) manually or at the following address;

  Manually : HRDD- PEZA, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: **December 19, 2025 or the rescheduled date** upon receipt of NTP/ Contract/ PO/ WO (Set-up must be made day before the event)

- 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 (as stated in the Annex B of this RFQ)
  - 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.