Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	PSD-2026-09-002
Date	16 September 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 Goods and Services for the Conduct of the 2026 PEZA Family Day for PEZA Head Office Employees**
Description/Specifications	(Please refer to the attached Annex B)
Approved Budget for the Contract (ABC)	**Php 889,650.00**
Deadline of Submission of Bid:	**September 21, 2026 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 the **Personnel and Administrative Services Group, 8th Floor PEZA Investment and Corporate Center, Roxas Boulevard cor. San Luis Street, 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)*
- ✓ Business and Annual Income Tax Return for ABC above 500K
  Note:
  - **Latest Income Tax Return filed via eFPS** (For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR) and
  - **Latest Business Tax Return filed via eFPS** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date)

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 the **Personnel and Administrative Services Group at 8551-3451 loc 335 or email us at pasg@peza.gov.ph.**

VIVIAN C. TOLEDO
Group Manager
Personnel and Administrative Services Group

RFQ No.	PSD-2026-09-002

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

VIVIAN C. TOLEDO
Group Manager
Personnel and Administrative Services Group
8th Floor, PEZA Investment and Corporate Center, Roxas Blvd., Cor. San Luis, Pasay City.

Dear Ma'am:

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 and other charges for the following items:

No.	Description	Total Bid Price
1 Lot	**Procurement of Goods and Services for the Conduct of the 2026 PEZA Family Day for PEZA Head Office Employees** Please refer to Annex B for the complete specification/reference [	
	Total	

COMPANY/ 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

FOR PROCUREMENT OF GOODS AND SERVICES FOR THE CONDUCT OF THE 2026 PEZA FAMILY DAY FOR PEZA HEAD OFFICE EMPLOYEES

Instructions: Bidders must state here either "Comply" or "Not Comply" with each specification's requirements, along with the page number of the relevant document

	DESCRIPTION/SPECIFICATION	**Statement of Compliance** State whether "Comply" or "Not Comply"
I	RATIONALE	
II	OBJECTIVES	
III	GENERAL REQUIREMENTS	
IV	APPROVED BUDGET FOR CONTRACT	
V	SCOPE OF SERVICES	
A	VENUE AND FACILITIES	
B	EVENTS MANAGEMENT SERVICES	
C	ACTIVITIES AND ENTERTAINMENT	
VI	LOCATION AND SITE CONDITION	
VII	DATA PRIVACY	
VIII	MEALS AND REFRESHMENTS	
IX	DELIVERABLES	
X	OTHER CONDITIONS	
XI	TERMS OF PAYMENT	
XII	DOCUMENTARY REQUIREMENTS	

(See detailed Terms of Reference on the succeeding page.)

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

DATE : _____

TERMS OF REFERENCE

PROJECT TITLE: Lease of Venue with Event Management Services, Meals, Activities, and Entertainment for the Conduct of the 2026 PEZA Family Day for PEZA Head Office Employees

I. RATIONALE

The Philippine Economic Zone Authority - Head Office (PEZA-HO) is organizing a Family Day celebration for its employees and their families on **October 10, 2026** (Saturday). This event aims to strengthen employee morale, promote work-life balance, and foster a sense of community within the organization. To maximize attainment of the objectives of the event, an external provider will be contracted aligned with the terms and conditions.

II. OBJECTIVES

1. **To Provide a Memorable Family Day Experience**: The primary objective is to organize a Family Day celebration that offers a memorable experience for PEZA-HO employees and their families.
2. **To Promote Employee Engagement and Well-being**: By involving employees' families in a fun-filled day, the event aims to enhance engagement and support the overall well-being of employees.
3. **To Recognize and Appreciate Employee Contributions**: The Family Day celebration serves as a platform to recognize and appreciate the dedication and hard work of PEZA-HO

III. GENERAL REQUIREMENTS

Particular	Requirement
Event Date	October 10, 2026 (Saturday)
Venue Location	Educational Museum, Theme Park, Interactive Museum, or similar family-oriented attraction located within Metro Manila only
Guaranteed Participants	600 participants composed of employees and qualified dependents
Event Duration	One (1) Whole day Activity
Accessibility	Venue must be accessible to children, senior citizens, and persons with disabilities
Weather Contingency	Venue must provide covered facilities sufficient to accommodate all participants in case of rain or inclement weather

IV. APPROVED BUDGET FOR CONTRACT

The Approved Budget for the Contract (ABC) is **Php 889,650.00** inclusive of all applicable government taxes, permits, charges, and other incidental expenses necessary for the complete delivery of the requirements of the project.

V. SCOPE OF SERVICES

The service provider should be able to provide the activity venues and facilities/amenities, meals and entertainment services with the following specifications.

A. VENUE AND FACILITIES

1. Venue capable of accommodating at least 600 participants
2. Covered registration area.
3. Adequate lighting and ventilation.
4. Functional public address system and audio equipment.
5. First-aid station and emergency response facilities.
6. Safe activity areas suitable for children and adults.
7. Adequate restroom facilities maintained throughout the duration of the event, including facilities accessible to children, senior citizens, and persons with disabilities.

B. EVENT MANAGEMENT SERVICES

The Service Provider shall provide:

1. Event Coordinator
2. Program Host / Master of Ceremonies
3. Activity Facilitators
4. Registration Personnel
5. Ushers
6. On-site Technical Support Personnel

C. ACTIVITIES AND ENTERTAINMENT

The Service Provider shall provide family-oriented activities suitable for employees and dependents of varying ages, which may include but not limited to:

- Interactive games
- Children's activities
- Stage games
- Educational attractions
- Musical performances
- Character appearances
- The Service Provider shall facilitate all activities and attractions in **three (3) batches** to ensure orderly participation and crowd management. Adequate personnel shall be assigned to assist in directing participants and monitoring the movement of each batch throughout the activity period. The Service Provider shall provide an activity schedule and deployment plan prior to the event.

The proposed activities shall prioritize safety, inclusivity, and family participation.

VI. LOCATION AND SITE CONDITION:

Venue must be suitable and capable of accommodating at least **600 participants** from Philippine Economic Zone Authority for a full-day event.

1. Be located within Metro Manila.
2. Be operational and open to the public on the scheduled event date.
3. Have police, fire, and medical facilities reasonably accessible from the venue.
4. Maintain adequate security measures for guests.
5. Possess all required permits and licenses for operation.
6. Ensure that all attractions, rides, facilities, and equipment are regularly maintained and compliant with applicable safety standards.
7. The Service Provider shall ensure the **exclusive use** of the program venue, registration area, and designated activity areas for PEZA participants during the conduct of the Family Day event.

VII. DATA PRIVACY

The Service Provider shall comply with the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012.

Any information received from PEZA in relation to participant registration and event administration shall be treated as confidential and shall not be used for any purpose other than the implementation of the project.

VIII. MEALS AND REFRESHMENTS: The Service Provider shall arrange meals and refreshments through accredited food outlets or concessionaires operating within the venue.

Meal entitlements shall be provided through meal vouchers, food stubs, or a similar redemption system, which may be used by participants at designated food outlets within the venue during the event.

Each participant shall be provided with meal entitlements with a combined redeemable value sufficient to cover a meal and snack which may be redeemed at the participant's preferred time and food outlet within the venue during the event.

IX. DELIVERABLES

The Service Provider shall submit the following prior to the event:

- Detailed Program Flow
- Site Layout/Map
- Proposed Activities Line-Up
- Emergency Response Plan
- Design/Layout of Welcome Banner
- Food Menu Proposal

X. OTHER CONDITIONS

The Service Provider shall:

1. Coordinate closely with the PEZA Family Day Organizing Committee.
2. Designate an authorized focal person throughout the planning and implementation period.
3. Notify PEZA immediately of any circumstance that may affect the successful conduct of the activity.
4. Implement contingency measures in cases of force majeure, inclement weather, or other emergencies.

XI. TERMS OF PAYMENT

- Payment shall be made within fifteen (15) calendar days after the event has been successfully completed and upon submission of complete documentary requirements
- Payment shall be made through the Agency's Cheque

XII. DOCUMENTARY REQUIREMENTS

- Valid PhilGEPS Registration
- Valid Mayor's/Business Permit
- SEC Registration, DTI Registration, or CDA Registration
- Latest Income Tax Return
- Omnibus Sworn Statement
- Notarized Authority of Signatory (if applicable)

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 - Strandard Warranty Certificate, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: 8th Floor, Personnel and Administrative Services Group, PEZA Investment and Corporate Center, Roxas Boulevard cor. San Luis Street, Pasay City
III.	**DELIVERY PERIOD**	Delivery Period: within 15 calendar days upon receipt of NTP/ Contract/ PO/ WO or with actual delivery date reflected at Annex B (Technical Specification/Terms of Reference) of this RFQ.
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement and complete attachments/supporting documents
V.	**DELIVERY /LOCATION**	Winning Bidder must deliver the items/services to the following address together with the list of product/services: 8th Floor, Personnel and Administrative Services Group, PEZA Investment and Corporate Center, Roxas Boulevard cor. San Luis Street, Pasay City or at the selected 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.

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

DATE : _____