Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	BAC-2025-35
Date	17 December 2025

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value Procurement** in accordance with Section 34 of the Implementing Rules and Regulations of the New Government Procurement Act.

Name of Procurement Project	**Procurement of Additional Yuletide Baskets for PEZA Head Office & JPCO Employees, and Service Providers (JANTRO & LSERV) for 2025**
Description/Specifications	*Please refer to the attached Annex B*
Approved Budget for the Contract (ABC)	**Php 1,150,000.00**
Deadline of Submission of Bid:	**December 22, 2025; 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 the Bids and Awards Committee, **8th Floor, Double Dragon Center, West Building, Macapagal Blvd., Pasay City, and electronically via email at bacsec@peza.gov.ph.**

Bidders must submit sealed quotation/s manually and electronically to the address given above, 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 a notarized Special Power of Attorney (SPA) for the 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)*
- ✓ Annual Business/ Income Tax Return for ABCs above 500k
  Note:
  - **Latest Income Tax Return filed via eFPS with proof of filing and payment, as applicable.** (For participants already with an Annual ITR, the 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 with proof of filing and payment, as applicable.** (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 of 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 who 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 **Bids and Awards Committee through the Secretariat at 8551-3451 loc. 338 or send us an email at bacsec@peza.gov.ph**

ROWENA T. NAGUIT
BAC Chairperson

RFQ No.	BAC-2025-35

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ROWENA T. NAGUIT
BAC Chairperson
Bids and Awards Committee
8th Floor Double Dragon Center, West Building, Macapagal Blvd.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) for the following items:

No.	Description	Total Bid Price
	Procurement of Additional Yuletide Baskets for PEZA Head Office & JPCO Employees, and Service Providers (JANTRO & LSERV) for 2025 Please refer to Annex B for the complete specifications/ reference	*(Bid Price must be inclusive of VAT and other charges)*
	Total	**1,150,000.00**

BUSINESS NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

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.

ANNEX "B"
TECHNICAL SPECIFICATION

Procurement of Additional Yuletide Baskets for PEZA Head Office & JPCO Employees, and Service Providers (JANTRO & LSERV) for 2025

Instructions: Bidders must indicate "Comply" or "Not Comply" for each item below and provide the corresponding page number in their proposal or technical documents where the requirement is addressed. Non-compliance with any of the mandatory requirements may be a ground for disqualification.

Qty	SPECIFICATION	***Statement of Compliance*** *(State whether "comply" or "not comply")*
460 sets of the following items:		
1	Coffee Classic Refill/ 80g	
1	Choco Hazelnut & Milk Spread/ 350g	
1	Well-Milled Rice/ 5kg	
1	Chocolate Malt Powdered Milk Drink with Activ-Go/ 300g	
1	Washed Sugar/ 1kg	
3	Tuna Flakes in Oil/ 180g	
2	Luncheon Meat Chinese Style/ 350g	
2	Corned Beef/ 210g	
1	Fresh Milk/ 1L	
1	Instant Oatmeal/ 400g	
1	Coconut Oil/ 1L	
1	Pares Pack Vinegar + Soy Sauce/ 1L	
1	Plain Sandwich Cheese Spread/ 450g	
1	Antibacterial Detergent Powder/ 1kg	
1	Fabric Conditioner Refill/ 750ml	
2	Yellowfin Tuna Chunks/ 185g	
1	Ecobag	
1	Handwash White Soap/ 450ml	

I hereby certify that the information indicated in this Statement of Compliance is true and correct. I further confirm that our company fully understands and commits to comply with the technical specifications, requirements, and conditions set forth in this procurement project.

Authorized Signatory: _____

(Signature over Printed Name)

Position/Designation: _____

Date: _____

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: BAC 9th floor, HRDD Office, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City; **and**

  Electronically: bacsec@peza.gov.ph.

- Delivery Period: **Within the second week of January 2026** upon receipt of NTP/ Contract/ PO/ WO

- Terms of Payment: Through Cheque / 30 working days upon receipt of the Original Sales Invoic Billing Statement.

- Winning Bidder must deliver the items/services to the following address: 9th floor, PEZA – HRDD Office, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City (as stated in Annex B of this RFQ)