Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	PPRG-2025-04-018
Date	April 25, 2025

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	**Procurement of Catering Services for the Upcoming Onsite PSMEX-PEZA-RBES Meeting on May 2, 2025**
Description/Specifications	**Attached Annex "B"**
Approved Budget for the Contract (ABC)	**Php 25,000.00**
Deadline of Submission of Bid	**April 30, 2025; 12:00NN**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Promotions and Public Relations Group, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd., Pasay City.**

Bids must be submitted manually together with the followingdocumentary requirements:

✓	**Mayor's/Business Permit or PhilGEPS Platinum Membership Certificate**
✓	**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 per item which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact Promotions and Public Relations Group at 8551-3451 loc. 631 or email Mr. Nasser Bansao at nasser.bansao@peza.gov.ph

ANIDELLE JOY M. ALGUSO
OIC-GM for PPRG

RFQ No.	PPRG-2025-04-018

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

OIC GM ANIDELLE JOY M. ALGUSO
Officer-in-Charge, Group Manager for Promotions and Public Relations Group
Philippine Economic Zone Authority (PEZA)
8th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Ave., Pasay City

Dear Ma'am/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:

Description	Bid Price (PHP)
Procurement of Catering Services for the Upcoming Onsite PSMEX-PEZA-RBES Meeting on May 2, 2025 *(Please refer to Annex B for the complete specification / reference. Bid price must be inclusive of VAT and other charges)*	Php
	(Inclusive of VAT)

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.

Annex "B"
Technical Specifications

Technical Specifications
Catering Services

Name of the Function: PEZA and RBE'S Meeting for PSMEX 2025

Date of Function: May 2, 2025 (Friday)

Event Proper/ Time: 10:00 AM Onwards

Theme/ Motif: N/A

Venue: PEZA Board Room, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City

Type of Service: Plated

Minimum Guaranteed No. of Person: 30 PAX

A. Menu

LUNCH

- **Chicken**
- **Beef**
- **Veggies**
- **Finger Food**
- **Overflowing Coffee**
- **Steamed Rice**
- **15PCS Canned Juice / 15 PCS Canned Soda**
- **30 PCS Bottled Water**

**Please note that the attendees are all VVIP'S*

B. Set-up

1. Uniformed professional waiters and banquet staffs
2. Use of utensils, chinaware, and glasses
3. Complete set-up and equipment
   - **One (1) Coffee Station (Nearby 10th Floor Board Room)**
   - **Buffet Station (Nearby 10th Floor Board Room)**

C. Mode of Payment

1. Send bill
2. Price inclusive of all taxes and charges

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 at the following address:

  Manually: **PPRG, 10th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City**

- Delivery Period: **May 02, 2025**

- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice Statement.

- Winning Bidder must deliver the items/services to the following address:
  10th Floor DoubleDragon Center, West Building, DD Meridian Park,Macapagal Avenue, Pasay City