RFQ No.	PPRG-2025-12-031
Date	December 03, 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 Service for the Philippine Investment Promotion Plan (PIPP) – Technical Working Group (TWG) Meeting**
Description/Specifications	**Attached Annex "B"**
Approved Budget for the Contract (ABC)	**Php 145,000.00**
Deadline of Submission of Bid	**December 09, 2025; 10:00AM**

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)*
✓	**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.*

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
DDG For Policy and Planning
and OIC GM for PPRG

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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

ANIDELLE JOY M. ALGUSO
Deputy Director General for Policy and Planning
OIC Group Manager, 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 Service for the Philippine Investment Promotion Plan (PIPP) – Technical Working Group (TWG) Meeting *(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: PIPP-TWG Meeting
Date of Function: December 10, 2025 (Wednesday)
Event Proper/ Time: Whole Day
Theme/ Motif:
Venue: Cavite Economic Zone Admin Building, Rosario Cavite
Type of Service: Plated
Minimum Guaranteed No. of Person: 70 PAX

A. Menu

AM SNACKS

- Bread / Sandwich
- Coffee / Tea
- Finger Foods

LUNCH

- Chicken
- Beef
- Fish
- Veggies
- Steamed Rice
- 35PCS Canned Juice / 35PCS Canned Soda
- 70 PCS Bottled Water

PM SNACKS

- Pasta
- Chips
- Finger Food
- Pastry
- 35PCS Canned Juice / 35PCS Canned Soda
- Bottled Water (70PCS)

Overflowing Coffee / Tea

**Please note that the attendees are mostly VVIP'S. Kindly separate 20 packed sets each category for the drivers.*

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 / Tea (Nearby Cavite Economic Zone Conference 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: **DECEMBER 10, 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