



Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	BAC 2022-12
Date	11/10/2022

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: 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 2022 PEZA Investors Day on November 25, 2022
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php 550,000.00
Deadline of Submission of Bid:	November 16, 2022 9:00AM

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Bids and Awards Committee, 8th 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*)
- ✓ Annual Income Tax Return
 - 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) or
 - **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 **BAC Secretariat at 8551-3451 loc. 200 or email us at bacsec@peza.gov.ph**


MS. ANIDELLE JOY M. ALGUSO
Chairperson
Bids and Awards Committee

Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

MS. JOY ANIDELLE M. ALGUSO

Chairperson
 BIDS AND AWARDS COMMITTEE
 8th Floor Double Dragon Center, West
 Building, Macapagal Blvd. Pasay City

Dear 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	Total Bid Price
1 Lot	Procurement of Catering Services for the 2022 PEZA Investors Day Please refer to Annex B for the complete specifications/ reference <i>(Bid Price must be inclusive of VAT and other charges)</i>	
Total		

COMPANY/CLINIC 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 Specifications for the Procurement of
 Catering Services for the 2022 PEZA Investors Day on
 November 25, 2022**

Technical Specifications	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
Name of the Function: 2022 PEZA Investor's Recognition Day	
Date of Function: November 25, 2022/ Friday	
Event Proper/ Time: 2:00 PM to 8:00 PM	
Theme/ Motif: Heavy Cocktail/ Business Formal; Black and Gold	
Venue DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City (PEZA Facilities - PEZA Auditorium, Hall of Flags, Library, ODG Conference Room, Board Room, 8 th ,9 th , 10 th Floor)	
Type of Service: <ul style="list-style-type: none"> • Plated (for VVIPs, VIPs) • Buffet (for 8th, 9th and 10th floor) 	
Minimum Guaranteed No. of Person: 400 pax (see distribution below) <ul style="list-style-type: none"> • VVIPs, VIPs – 100 pax • 8th, 9th, 10th Floor – 100 pax each 	
A. Menu (Halal/ Non-pork) <ul style="list-style-type: none"> • PLATED SERVICE MENU <ul style="list-style-type: none"> ○ Pass Around / Finger Foods ○ Salad ○ Soup ○ Hot (1 Beef, 1 Chicken, 1 Fish/ Seafood, Rice) ○ Pasta ○ Dessert (2 Types) • BUFFET SERVICE MENU <ul style="list-style-type: none"> ○ Salad ○ Soup ○ Hot (1 Beef, 1 Chicken, 1 Fish/ Seafood, Rice) ○ Dessert (1 Type) 	

<ul style="list-style-type: none"> ● BEVERAGES (FOR BOTH SERVICE) <ul style="list-style-type: none"> ○ Red and White Wines (5 each per type – will be served to VVIPs, VIPs) ○ Overflowing Coffee and Iced Tea/Fruit Juice ○ Bottled Water (100 pcs) 	
<p>B. Set-up</p> <ol style="list-style-type: none"> 1. Uniformed professional waiters and banquet staffs 2. Presentable/elegant table cloths and linens 3. Extra black and gold linen for the table of trophies/ plaques 4. Use of utensils, chinaware, and glasses 5. Complete set-up and equipment <ul style="list-style-type: none"> ○ One (1) Buffet Station (Hallway – 10th floor) ○ One (1) Buffet Station (outside Board Room - 10th floor) ○ One (1) Buffet Station (near ODDGFA Area - 9th Floor) ○ One (1) Buffet Station (near ODDGPP Area - 8th Floor) ○ One (1) Coffee Station (inside Auditorium) ○ Nine (9) Cocktail Tables (10th Floor Hallway) 	
<p>Logistics/ Others:</p> <ol style="list-style-type: none"> 1. Two (2) Spiral/ Swirl Balloon Columns <ul style="list-style-type: none"> ○ will be placed at the building’s lobby beside the backdrop/ tarpaulin ○ Colors: Metallic Black and Gold ○ Size: 6 ft. 2. Tarpaulin / Backdrop <ul style="list-style-type: none"> ○ Dimension: H: 9 ft W: 12 ft ○ will be placed at Building’s Lobby 3. Red Carpet <ul style="list-style-type: none"> ○ Dimension: 12 ft W; 3 ft L ○ will be placed at Building’s Lobby 4. Flower Arrangement <ul style="list-style-type: none"> ○ 3 pcs of flower arrangement (see attached samples) ○ Two (2) Flower Arrangement will be placed on the front of the podiums (1 arrangement each per podium) <p>One (1) Flower Arrangement with Stand will be placed at the entrance door of the auditorium</p>	

<p>C. Mode of Payment</p> <ol style="list-style-type: none"> 1. Send bill 2. Price inclusive of all taxes and charges 	
<p>D. Accessibility</p> <ol style="list-style-type: none"> 1. Supplier must be located within 10 km radius of the venue (DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City (PEZA Facilities - PEZA Auditorium, Hall of Flags, Library, ODG Conference Room, Board Room, 8th,9th, 10th Floor)) 	
<p>Note:</p> <ol style="list-style-type: none"> 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 3. Food and consumables must be ensured of quality and freshness. 	

AUTHORIZED SIGNATORY:

Signature Over Printed Name

DATE

:

SAMPLE LAYOUT



SAMPLE FLOWER ARRANGEMENT

Message on the ribbon:

2022 PEZA Investor's Recognition Day



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 Secretariat, 8th floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: **November 25, 2022, or the rescheduled date** upon receipt of NOA/ Contract WO (Set-up must be made day before the event)

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

- Winning Bidder must deliver the items/services to the following address:
 - 8th, 9th and, 10th floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City (as stated in the Annex B of this RFQ)