



Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	HRDD-12-2022-03
Date	12/9/2022

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 Children's Party on December 20, 2022
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php 115,000.00
Deadline of Submission of Bid:	December 19, 2022 8:00AM

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Department, 9th 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*)

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 **Human Resource Development Department, at 8551-3451 loc. 318 or email us at roni.repollo@peza.gov.ph**

MS. VIVIAN C TOLEDO
OIC, Group Manager
Personnel Administrative Services Group

Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

MS. VIVIAN C TOLEDO

OIC, Group Manager
 Personnel Administrative Services Group
 9th 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 and complete party set-up for the 2022 PEZA Children's Christmas Party Please refer to Annex B for the complete specifications/ reference <i>(Bid Price must be inclusive of VAT and other charges)</i>	
Total		

COMPANY/STORE 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 2022
 PEZA Children's Christmas Party**

Technical Specifications	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
Name of the Function: 2022 PEZA Children's Christmas Party	
Date of Function: December 20, 2022/ Tuesday	
Event Proper/ Time: 1:00 PM to 4:00 PM	
Theme/ Motif: Jungle Safari/Green/Orange/Khaki	
Venue Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City	
Type of Service: <ul style="list-style-type: none"> • Packed Heavy Merienda placed in secured packaging container like Bento Style with complete utensils and napkin 	
Minimum Guaranteed No. of Person: 270 pax	
A. Menu <ul style="list-style-type: none"> • PACKED HEAVY MERIENDA <ul style="list-style-type: none"> ○ 2 pcs Fried Chicken and Gravy ○ Side Dish (Corn and Carrots/Sour Cream Chives and Potato) ○ Steamed Rice ○ Desserts (Muffin/Brownies/Donuts) ○ Minute Maid 	
Logistics/ Others: <ol style="list-style-type: none"> 1. 8x12 ft Backdrop <ul style="list-style-type: none"> ○ 2D Styro Backdrop with Entrance Styling ○ Jungle Safari Theme ○ Colors: Green / Orange / Khaki 2. Balloons <ul style="list-style-type: none"> ○ Balloon Garland for Backdrop ○ Animal Foil Balloons 	

<p>3. Party Host</p> <ul style="list-style-type: none"> ○ 1 Game Master ○ Kiddie Magic, Balloon Twisting ○ 1 Professional Host ○ Animal Show (Snake, Birds and Rabbit) ○ Professional and English Speaking ○ Interactive and Lively <p>4. Photobooth (2 units)</p> <ul style="list-style-type: none"> ○ 3 hours Unlimited (4X6 Postcard) with 3 Photos ○ Magnetic on the back ○ Jungle Safari Template ○ With 3 Photo shots <p>5. Glitter Tattoo</p> <ul style="list-style-type: none"> ○ 2 hours Unlimited <p>Freebies:</p> <p>50 Popcorn</p> <p>50 Cotton Candy</p> <p>50 Game Prizes</p> <p>Nametags for the kids</p> <p>Party Hats for the kids</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>Note:</p> <ol style="list-style-type: none"> 1. Set-up and other applicable requirements related to the event must be prepared at least 2 hours before the event. 2. A designated coordinator must be readily available and present to ensure delivery and smooth flow of the catering services and party set up at the time of the activity 3. Food and consumables must be ensured of quality and freshness. 	

AUTHORIZED SIGNATORY:

Signature Over Printed Name

DATE

:

SAMPLE LAYOUT



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 : Human Resource Development Department, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: **December 20, 2022, or the rescheduled date** upon receipt of NTP/ Contract/ PO/ WO

- 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:
 - 10th floor, PEZA Auditorium, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City