



Republic of the Philippines  
**Philippine Economic Zone Authority**

RFQ No.	HRDD-12-2022-02
Date	12/7/2022

**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 Food Cart Services for the 2022 PEZA Christmas Party
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	<b>Php 95,000.00</b>
Deadline of Submission of Bid:	<b>Dec 13, 2022 10:00 AM</b>

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, 9<sup>th</sup> 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. 314/318 or email at [roni.repollo@peza.gov.ph](mailto:roni.repollo@peza.gov.ph)**

**MS. VIVIAN C. TOLEDO**  
OIC-Group Manager  
Personnel and Administrative Services  
Group (PASG)

Annex "A"  
**PRICE QUOTATION FORM**  
 (Financial Bid)

**MS. VIVIAN C. TOLEDO**

OIC-Group Manager  
 Personnel and Administrative Services  
 Group (PASG)

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 Food Cart Services for the 2022 PEZA Christmas Party  Please refer to Annex B for the complete specifications/ reference  <i>(Bid Price must be inclusive of VAT and other charges)</i>	
<b>Total</b>		

**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"**  
**Specifications for the**  
**Procurement of Food Cart Services for the 2022 PEZA**  
**Christmas Party**

<b>Specifications</b>	<b>Statement of Compliance</b> (State whether "COMPLY" or "NOT COMPLY")
<b>Name of the Function:</b> 2022 PEZA Christmas Party	
<b>Date of Function:</b> December 16, 2022 Friday	
<b>Event Proper/ Time:</b> 1:00 PM to 4:00 PM	
<b>Theme/ Motif:</b> Pinoy Fiesta	
<b>Venue</b> DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City (8 <sup>th</sup> ,9 <sup>th</sup> , 10 <sup>th</sup> Floor)	
<b>Type of Service:</b> <ul style="list-style-type: none"> <li>• Food Cart Set Up (for 8th, 9th and 10th floor)</li> <li>• Total Head Count per floor level will be provided prior date of event by the HRDD</li> </ul>	
<b>Minimum Guaranteed No. of Person:</b> 400 pax	
<b>A. PM SNACK/FILIPINO MERIENDA</b> <b>FOOD CARTS</b> <ol style="list-style-type: none"> <li>1. Taho</li> <li>2. Bibingka</li> <li>3. Lugaw with Egg</li> <li>4. Sorbetes</li> <li>5. Sweet Cheese Corn</li> <li>6. Palamig</li> </ol>	
<b>B. Lunch Set-up</b> <ol style="list-style-type: none"> <li>1. Uniformed staff to man the food carts</li> <li>2. Complete set-up and equipment</li> <li>3. Food cart aligned to Party theme (Filipino Festive)</li> </ol>	
<b>C. Mode of Payment</b> <ol style="list-style-type: none"> <li>1. Send bill</li> <li>2. Price inclusive of all taxes and charges</li> </ol>	

**Note:**

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**

:

\_\_\_\_\_

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, 8<sup>th</sup> floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
  
- Delivery Period: **December 16, 2022, or the rescheduled date** upon receipt of NTP/ Contract/ PO/ 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:
  - 8<sup>th</sup>, 9<sup>th</sup> and, 10<sup>th</sup> floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City (as stated in the Annex B of this RFQ)