RFQ No.	PPRG-2025-08-029
Date	22 August 2025

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Alternative 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	**Knowledge Session on the New Regulatory Landscape for Zone Personnel and RBE's (August 27)**
Description/Specifications	**Attached Annex "B"**
Approved Budget for the Contract (ABC)	**Php 140,000.00**
Deadline of Submission of Bid	**August 26, 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 or via together with the following documentary 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 at brett.surell@peza.gov.ph.

ANIDELLE JOY M. ALGUSO
OIC-GM for PPRG

RFQ No.	PPRG-2025-08-029

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 Sir/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)
(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: Knowledge Session on the New Regulatory Landscape for Zone Personnel and RBE's
Date of Function: August 27, 2025
Event Proper/ Time: Whole Day
Theme/ Motif: N/A
Venue: PEZA Head Office, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd., Pasay City
Type of Service: Packed Meals
Minimum Guaranteed No. of Person: 150
A. Menu • **AM SNACKS** • **LUNCH** • **PM SNACKS**
B. Set-up 1. Uniformed professional waiters and banquet staffs 2. Use of utensils, chinaware, and glasses 3. Complete set-up and equipment
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 electronically at the following address: **brett.surell@peza.gov.ph**

- **Delivery Period: *August 27, 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, PEZA Head Office, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd., Pasay City**