



Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	CPD-2022-11-002
Date	11/23/2022

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 Project	Procurement of Meals (Breakfast, Lunch PM snacks) for the 3-day RM activities: December 5-6, 2022 RM Effectiveness Assessment December 15, 2022 - Project Team Debriefing
Description/Specifications	Meals for the 3-day RM Activities (see annex B)
Approved Budget for the Contract (ABC)	PhP 69,795.00
Deadline of Submission of Bid	Tuesday, November 29, 2022, 12:00 nn

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Corporate Planning Department (CPD), 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**

Bids must be submitted manually together with the following documentary requirements:

✓	Mayor's/Business Permit <u>or</u> PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K <i>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.</i>
✓	Income / Business Tax Return (for ABC above 500k) Latest Income Tax Return filed via eFPS (<i>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</i>) <u>or</u> Latest Business Tax Return filed via eFPS (<i>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</i>)
✓	PhilGEPS Registration Number (<i>not required if PhilGEPS Platinum Membership Certificate is submitted</i>)

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 **CPD at telephone nos. (02) 8802 5644 or email cpd@peza.gov.ph.**


MA. ALLIN DS VELUZ
 OIC Department Manager, CPD



"Made in the Philippines is best The Philippines is Best to invest in"



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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

MA. ALLIN DS VELUZ
OIC Department Manager, CPD
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:

Quantity	Description	Bid Price (PHP)
33 pax	Meals for 3-day activity (breakfast, lunch & pm snacks) inclusive of VAT <i>Note:</i> Please submit the proposed meals for the 3-day Activity together with the accomplished Annex A and B of the RFQ (Please see attached Annex B for the Technical Specifications)	
TOTAL		P (Inclusive of VAT)

NAME OF STORE : _____

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.
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Annex "B"
Technical Specifications

Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
<p>Title of Activity: RM Effectiveness Assessment</p> <p>Day 1 – December 5, 2022 Day 2 – December 6, 2022</p> <p>Title of Activity: Project Team Debriefing</p> <p>Day 3 - December 15, 2022</p> <p>Expected Time of Serving/Availability of packed food:</p> <p>Breakfast: 7:15AM Lunch: 11:15AM Dinner: 2:30PM</p>	
<p>Expected No. of Participants: 33 pax</p>	
<p>Delivery Address:</p> <p>PEZA Head Office, DoubleDragon Center, West Building DD Meridian Park, Macapagal Avenue, Pasay City</p> <ul style="list-style-type: none"> • 8th Floor Corporate Planning Department • PEZA Auditorium 	
<p>MENU</p> <p>Breakfast</p> <ul style="list-style-type: none"> • Rice meal * • Hot Coffee / Hot Choco / Juice 	
<p>Lunch</p> <ul style="list-style-type: none"> • Rice • Vegetable • Two (2) Viands * (Beef, Chicken or Fish) <p>Dessert</p> <ul style="list-style-type: none"> • Sliced fruits / Leche flan / buko pandan, etc. <p>Cold Drinks</p> <ul style="list-style-type: none"> • Canned fruit juice / Canned soda, or combination 	

<p>P.M. Snacks</p> <ul style="list-style-type: none"> • Pasta / Sandwich, or combination* <p>Cold Drinks</p> <ul style="list-style-type: none"> • Canned fruit juice / Canned soda, or combination 	
<p>Other specifications:</p> <ul style="list-style-type: none"> • Neatly packed meals in bento box • With disposable heavy-duty cutlery and table napkin 	
<p>Food Restrictions:</p> <ul style="list-style-type: none"> • No Pork 	
<p>Address/ Location of Bidder:</p> <ul style="list-style-type: none"> • Within 15 km radius from PEZA Head office (DoubleDragon Center West) 	
<p>Other Instructions:</p> <ul style="list-style-type: none"> • Bidder must submit proposed menu together with the accomplished Annex A and B 	
<p>Payment:</p> <ul style="list-style-type: none"> • Send bill • Price inclusive of VAT, delivery fee and other charges 	

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 thru email at the following address:
Manually : CPD, 8th floor Double Dragon Center, West Building, DD Meridian Park ,
Macapagal Avenue, Pasay City

- Delivery Period: On specified dates above (Annex B) or on the rescheduled date. upon receipt 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:
**8th floor/ PEZA Auditorium, DoubleDragon Center, West Building
DD Meridian Park, Macapagal Avenue, Pasay City**