

|         |             |
|---------|-------------|
| RFQ No. | CPD-2022-02 |
| Date    | 09/22/2022  |

**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                        | <b>Procurement of Meals (Breakfast, Lunch, PM snacks) for the 3-day training for Strengthening Risk Management Capability on September 28-30, 2022</b> |
| Description/Specifications             | Meals for the 3-day Training   |
| Approved Budget for the Contract (ABC) | <b>PhP 95,175.00</b>   |
| Deadline of Submission of Bid          | <b>September 26, 2022<br/>12:00 noon</b>   |


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), 8<sup>th</sup> Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.**

Bids must be submitted manually or thru email 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<br><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> |
| ✓ | 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 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](mailto:cpd@peza.gov.ph).**

  
**MA. ALLIN DS VELUZ**  
Division Chief, CPD

|         |              |
|---------|--------------|
| RFQ No. | CPD -2022-02 |
|---------|--------------|

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

**MA. ALLIN DS VELUZ**  
**Division Chief, CPD**  
**8<sup>th</sup> 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 |
|--------------|--|-----------|
| 45 pax       | Meals for 3-day training (breakfast, Lunch, PM snacks)<br>Inclusive of VAT |           |
| <b>TOTAL</b> |  | PhP       |

NAME OF STORE : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHILGEPS REG. NO. : \_\_\_\_\_

TIN : \_\_\_\_\_

AUTHORIZED SIGNATORY: \_\_\_\_\_  
(Signature over Printed Name)

DATE : \_\_\_\_\_

CONTACT NOS. : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

|  |
|--|
| <b>INSTRUCTIONS:</b>   |
| (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**

| Qty    | Specifications               |   | Statement of Compliance<br>(State whether "Comply" or "Not Comply") |
|--------|------------------------------|---|---|
| 45 pax | Breakfast                    | Rice Meals<br>Hot Coffee  |   |
|        | Lunch                        | Rice<br>Vegetable<br>2 viands* (Chicken/ Beef / Fish)<br>Dessert (Sliced fruits, leche flan, buko pandan, etc.)<br>Cold drinks (Canned Fruit Juice, Canned Soda or Combination) |   |
|        | PM snacks                    | Pasta / Sandwich or combination   |   |
|        | Others                       | Neatly packed meals in bento box  |   |
|        |                              | With disposable heavy-duty cutlery and table napkin   |   |
|        |                              | Price inclusive of delivery fee   |   |
|        | Expected no. of participants | 45  |   |
|        | Address / location           | Within 15 km radius from PEZA Head Office (DoubleDragon Center)   |   |
|        |                              | <i>*No Pork</i>   |   |

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, 8<sup>th</sup> floor Double Dragon Center, West Building, DD Meridian Park ,  
Macapagal Avenue, Pasay City

**Email:** cpd@peza.gov.ph

- Delivery Period: September 28-30, 2022  
Breakfast : 7:15am                      Lunch : 11:15 am                      PM Snacks : 2:30 pm
  
- 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:

**10<sup>th</sup> floor DoubleDragon Center, West Building  
DD Meridian Park, Macapagal Avenue  
Pasay City**

: