Republic of the Philippines
Philippine Economic Zone Authority

Date	28 November 2023

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with Sec. 53.9 of the Updated 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	**Venue and accommodation for Live-in 3-day Training Workshop on GAD Agenda (28 pax)**
Description/Specifications	**Attached Annex "A"**
Approved Budget for the Contract (ABC)	**Php 350,000.00**
Deadline of Submission of Bid	**December 04, 2023, 9:00 AM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids **Human Resource Department**, **9th Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or thru email 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.*
✓	Income / Business Tax Return (for ABC above 500k) Latest Income Tax Return filed via eFPS (*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*) **or** Latest Business Tax Return filed via eFPS (*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*)
✓	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 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 HRD at telephone nos. (02) 8551-3438 / (02) 85513451 local 318 or gad@peza.gov.ph.

ALLAN P. DATAHAN
GAD Chairperson

RFQ No.	GAD-2023-05

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

ALLAN P. DATAHAN
GAD Chairperson
10th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

Dear Sir:

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)
Venue and accommodation for Live-in 3-day Training Workshop on GAD Agenda (28 pax) *(Please refer to Annex B for the complete specification / reference.)*	
	(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.

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Annex "B"

Technical Specifications

QTY	Technical Specifications	Statement of Compliance (State whether "comply" or "not Comply")
1 lot	**Venue and Accommodation for 28pax (preferably sharing of rooms)** **Female: 21** **Male: 7** ✓ Date: December 05-07, 2023 (3days & 2 nights) ✓ With conference room	
1 lot	**Conference Room / Function Area** ✓ Air-conditioned room ✓ Tables and chairs for 28 pax ✓ Projector screen ✓ Light and sounds ✓ microphones ✓ Wifi access in venue and rooms of attendees	
1 lot	**Meals for 28 pax** AM Snack – 28 pax x 1 (day 1) PM Snacks – 28 pax x 2 (day 1 & day 2) Dinner – 28 pax x 2 (day 1 & day 2) Breakfast – 28 pax x 2 (day 2 & day 3) Lunch – 28 pax x 3 (day 1, 2, & 3) **Proposed meal and set-up:** ✓ Managed buffet ✓ Attached proposed menu - 2 viand - Meat (pork, beef, chicken, or seafood) - Steamed rice - Side veggies or salad - Dessert - Juice / soda ✓ Light snacks Note: Overflowing coffee, tea	

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1 lot	**Other requirements and inclusions:** ✓ Reserved parking ✓ Technical and engineering assistance for lights and sounds ✓ Janitorial services ✓ Set-up must be ready atleast 1 hour before the scheduled activity		
1 lot	**Mode of payment:** ✓ Send bill ✓ Price inclusive of all taxes and charges		

AUTHORIZED SIGNATORY : _____

(Signature over Printed Name)

DATE : _____

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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 **manually** at the following address:

  9th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: December 05-07, 2023, 5:00PM

- 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:

  9th Floor DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City