

RFQ No.	HRD-2022-03
Date	12 August 2022

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

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.

Title of Name of Project:	Catering Services for the 2-day Training on August 18-19, 2022 at the Philippine Economic Zone Authority
Description/Specifications:	Meals for the 2-day Training
Approved Budget for the Contract (ABC):	78,000.00
Deadline of Submission of Bid	August 16, 2022 11:00AM


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 Division 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:

1. Mayor's/Business Permit or PhilGEPS Platinum Membership Certificate
2. 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.
3. 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 **HRDD Training Division at telephone nos. (02) 8551-3451 loc. 318/272 or email trainings@peza.gov.ph.**


CLAIRE DEMENG A. PARAS
Officer-In-Charge, HRD Division

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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)



CLAIRE DEMENG A. PARAS
Officer-in-Charge, HRD Division
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, 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:

Item No.	Description	(A) Quantity	(A x B) Total Bid Price (PhP)
1	Catering Services for the 2-day Training on August 18-19, 2022 at the Philippine Economic Zone Authority Head Office	1 Lot	
	<i>(must be Inclusive of the following)</i> <ul style="list-style-type: none"> • AM Snack, Lunch, PM Snack • 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.

Annex "B"
Technical Specifications

Qty	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
1 Lot	AM Snack	
	• Sandwich/Pastries	
	• Drinks: Fruit Juice	
	Lunch	
	• Plain Rice	
	• Vegetable	
	• Meat (Chicken and Beef)	
	• Fish	
	• Soup	
	• Dessert (Sliced Fruits/etc.)	
	• Drinks (Iced Tea, Soda, or combination)	
	PM Snack	
	• Pasta/Sandwich or combination	
	• Drinks: Fruit Juice/Soda	
	Set-Up:	
	1. Assisted Buffet <ul style="list-style-type: none"> - for AM, Lunch and PM Snack - Uniformed Waiters (1 or 2) 	
	2. Table arrangement <ul style="list-style-type: none"> - 4 – Round tables w/ chairs (4-5 seating capacity) - Table skirting (simple) 	
3. Complete cutlery/utensils <ul style="list-style-type: none"> - Plates - Glass - Disposable table napkins 		
Other Information: <ul style="list-style-type: none"> • Free-flowing coffee • Chips & nuts on the table • Expected number of participants: 60 		



Authorized Signatory: CLAIRE DEMENG A. PARAS
 (Signature over Printed Name)

Date : AUGUST 12, 2022

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 or thru email at the following address;
 - **Manually** : HRD Division, 9th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City
 - **Email:** trainings@peza.gov.ph

- **Delivery Period:** August 18 -19, 2022 (or on the date of schedule set, should there be changes on the training date) upon receipt of NOA/ 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:
9th Floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

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