RFQ No.	HRD Div-2025-006
Date	19 February 2025

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 2016Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project:	Procurement of buffet meals, snacks, beverages, and flowing coffee for the Commission on Audit's Seminar on Laws and Regulations on Government Expenditures.
Description/Specifications:	Buffet meals (breakfast & lunch), PM snacks, beverages, and free-flowing coffee 87 participants, and guests x 4 days = 348 total covers/headcount for meals Delivery dates: 10 - 13 March 2025
Approved Budget for the Contract (ABC):	PhP 278,400.00
Deadline of Submission of Bids	24 February 2025, 12:00 NOON

Interested bidders may submit their duly accomplished and filled-up Annexes "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Division (HRDD), 9th 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 **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K (for SVP only) *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.*
✓	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 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 Division at telephone nos. (02) 8551 3451 local/s 272 or email trainingdivision@peza.gov.ph**

JO-SHANCY S. BERMUDEZ
Division Chief III, Human Resource Development Division

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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

JO-SHANCY S. BERMUDEZ
Division Chief III
Human Resource Development Division
Philippine Economic Zone Authority
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal AvenuePasay 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:

Item No.	Description	*(A) Quantity*	*(B)* Unit Price	*(A x B)* Total Bid Price (PhP)
1	Buffet meals (breakfast & lunch), PM snacks, beverages, and free-flowing coffee 85 participants, and guests x 4 days = 340 total covers/headcount for meals Delivery dates: 10 - 13 March 2025	348 total covers/head count for meals		

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.

RFQ No.	HRD Div-2024-028
Date	19 February 2025

Annex "B"

Technical Specifications

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
348 total covers / headcount for meals (87 pax per day)	**I. Title of Activity:** Procurement of buffet meals, snacks, beverages, and flowing coffee for the Commission on Audit's Seminar on Laws and Regulations on Government Expenditures. **II. Dates:** 10 - 13 March 2025 ***Breakfast*** *– must be set and available by 7:30 AM* ***Lunch*** *– must be available by 11:45 AM* ***PM snacks*** – must be available by 3:00 PM **III. Venue:** 10th floor PEZA Auditorium, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City. **IV. Menu:** **Breakfast:** Any Silog meal **Lunch:** (Send us your menu options for selection, especially considering that we have Muslim guests.) *Steamed rice* *Vegetables* *Two viands (either fish, chicken, or beef; pork is optional to accommodate our Muslim guests)* *Dessert: preferably sliced fruits* *Hot soup* *Drinks/beverages* **PM Snacks:** (Any of the following options with drinks) ***Filipino Snacks:*** *Pancit, pasta, sandwiches, puto & kutsinta, turon, bibingka, arroz caldo, empanada, suman,* ***Savory Bites:*** *Cheese sticks, mini burgers, chicken nuggets, lumpiang shanghai, nachos* ***Healthy Options:*** *Fresh fruit cups, yogurt with granola, veggie sticks, boiled sweet potatoes, mixed nuts,* ***Pastries & Baked Goods:*** *Ensaymada, cheese bread, banana bread, muffins, croissants, Danish pastries,* ***Western-style Snacks:*** *Club sandwiches, tuna/egg salad sandwiches, pizza slices, quesadillas, bruschetta, etc.* **V. Set up:** Controlled and managed Buffet **VI. Instructions/inclusions:** 1. Ensure **quality and freshness** of all food and consumables. 2. Provide **flowing brewed coffee with a percolator, creamer, and sugar** throughout the event. 3. Set up **buffet, bar, coffee, and dessert tables and tablecloths**, in coordination with the HRD Division for corporate events. 4. Supply **stirrers, table napkins, and other necessary dining essentials**. 5. Assign **uniformed waiters** for efficient service. 6. Ensure **clean and hygienic plates, cutlery, coffee cups, and serving utensils**. 7. Offer **take-out boxes with disposable wooden utensils** for those who may need them. 8. Ensure **timely setup, replenishment, and proper waste disposal** to maintain a smooth flow of service. **VII. Payment Terms:** Payment will be made only after full delivery of the goods/service and submission of required documents.	

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 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:** trainingdivision@peza.gov.ph

- Delivery **Date/Period**: 10 – 13 March 2025 or on agreed date and time
- Provider must be within 10-kilometer radius from the venue.

- **Terms of Payment**: Through Cheque / 30 working days upon receipt of Original Sales Invoice / Billing Statement.

- Winning Bidder must deliver the items/services to the following address:
  10th floor PEZA Auditorium, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.

- In case the deadline for the submission of bids/quotations is declared as a non-working holiday, it shall automatically be moved to the next working day.