Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
Mactan Economic Zone

REQUEST FOR QUOTATION

DATE : Sept. 23, 2026
RFQ No. : 2026-09-027

Company/Business Name[1] : _____
Address : _____
TIN : _____
PhilGEPS Registration Number (required) : _____ □ VAT □ NON-VAT

The **Philippine Economic Zone Authority**, through its Bids and Awards Committee (BAC), intends to procure the **Supply and Delivery of Meals for the Professionalism, Ethics and Values for Service Excellence Training on 06-13 October 2026**

through **Section 34 (Small Value Procurement)** of the Implementing Rules and Regulations of Republic Act No. 12009, and shall be awarded as 1 LOT.

Please quote your **best offer** for the item/s described herein, subject to the **Terms and Conditions** on this Request for Quotation (RFQ). Kindly submit yourduly accomplished and signed quotation, addressed to the BAC Chairperson, to the address indicated below. Submit your quotation duly signed by your authorized representative not later than September 26, 2026 addressed to:

MARK PETER L. SIMBAJON
Chairperson, Bids and Awards Committee
PEZA Admin Bldg., AAI Compound, Gate 3, MEZ, Brgy. Ibo, Lapu-Lapu City

For online submissions, kindly send them to the officail online drop box mezabcsec@peza.gov.ph

Interested supplier/ service provider shall submit a copy of the following documents along with the quotation:

Document	Remarks
Copy of valid Mayor's or Business Permit	Updated Mayor's/Business permit
PhilGEPS Registration Number	Red or Platinum Membership Registration
Notarized Omnibus Sworn Statement (GPPB-prescribed form)	i. For ABCs above 50K under Small Value Procurement Only ii. Notarized Omnibus Sworn Statement **Note:** The Omnibus Sworn Statement shall be accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable.
Income/ Business Tax Return	i. For ABCs above Php 500k Only ii. Manually filed tax returns or filed through the EFPS
PCAB License	A valid PCAB license is required for **Infrastructure Projects**, regardless of the Approved Budget for the Contract

For any clarification, you may contact the BAC Secretariat at (032) 340-0590 or send email to mezbacsec@peza.gov.ph.

MARK PETER L. SIMBAJON
BAC Chairperson

[1] In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Accomplish this RFQ correctly and accurately.

(2) Do not alter the contents of this form in any way.

(3) **All technical specifications must be complied with.** Failure to comply with any of the mandatory requirements will disqualify your quotation.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Please quote your **best offer** for all the items and do not leave any blank. Indicate "0" if the item being offered is for free.

4. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.

5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

6. Quotations exceeding the Approved Budget for the Contract shall be rejected.

7. The award of contract shall be made to the lowest quotation and responsive with the technical specifications, requirements and other terms and conditions stated herein

8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, PEZA shall adopt and employ "toss coin" or "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

9. The item/s shall be delivered according to the accepted offer of the bidder.

10. Item/s delivered shall be inspected on the scheduled date and time of PEZA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

11. Payment shall be processed after delivery, receipt of original invoice and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the payment shall be through cheque with a lead time of 30 calendar days.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PEZA **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

14. The RFQ, Purchase Order (PO)/Work Order (WO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

TECHNICAL SPECIFICATIONS

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s (VAT Inclusive) for the item/s as follows:

Supply and Delivery of Meals for the Professionalism, Ethics, and Values for Service Excellence Training on 06-13 October 2026

To be filled-up by the End-user			TO BE ACCOMPLISHED BY SUPPLIER/BIDDER				
Item No.	Quantity and UOM	TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK	Statement of Compliance (Put a Check mark)		Remarks [e.g. Brand/Model & etc. Offered]	Unit Cost	Total Cost
			Yes	No			
1	lot	**Supply and Delivery of Meals for the Professionalism, Ethics, and Values for Service Excellence Training on 06-13 October 2026**					
		* Budget per pax - Php850.00					
		Batch 01 (06-07 October 2026) — 45 pax/day - AM Snacks (packed) @Php300.00/pax					
		Batch 01 (06-07 October 2026) — 45 pax/day - Lunch (packed) @Php350.00/pax					
		Batch 01 (06-07 October 2026) — 45 pax/day - PM Snacks (packed) @Php200.00/pax					
		Batch 02 (08-09 October 2026) — 45 pax/day - AM Snacks (packed) @Php300.00/pax					
		Batch 02 (08-09 October 2026) — 45 pax/day - Lunch (packed) @Php350.00/pax					
		Batch 02 (08-09 October 2026) — 45 pax/day - PM Snacks (packed) @Php200.00/pax					
		Batch 03 (12-13 October 2026) — 45 pax/day - AM Snacks (packed) @Php300.00/pax					
		Batch 03 (12-13 October 2026) — 45 pax/day - Lunch (packed) @Php350.00/pax					
		Batch 03 (12-13 October 2026) — 45 pax/day - PM Snacks (packed) @Php200.00/pax					
		Other instructions:					
		AM Snacks - Php300 / pax					
		> HEAVY SNACKS, individually packed;					
		> inclusive of one (1) substantial main snacks/dish, but shall not be limited to, the following:					
		**pasta-based, rice-based, sandwich-based, savory Filipino, noodle-based dishes or other equivalent substantial and nutritious food combinations of comparable serving size and nutritional value*					
		> inclusive of one (1) serving fresh fruit					
		> inclusive of one (1) side					
		> inclusive of one (1) drink/beverage					
		> Delivery Time: 08:30 AM					
		Lunch - Php350.00 / pax					
		> individually packed					
		> inclusive of rice					
		> inclusive of one (1) appetizer/salad					
		> inclusive of two (2) main courses (beef/chicken/pork/fish)					
		> inclusive of one (1) veggie/pasta					
		> inclusive of one (1) dessert					
		> inclusive of softdrinks/juice					
		> Delivery Time: 11:30 AM					
		PM Snacks - Php200.00 / pax					
		> inclusive of two (2) snacks					
		> inclusive of one (1) dessert					
		> inclusive of one (1) drinks					
		> Delivery Time: 03:00PM					
		General Requirements					
		> Strictly NO-PORK meal and snack provision for one (1) pax per day for each batch on 08–09 October 2026 and 12–13 October 2026. The no-pork requirement shall apply to the AM Snacks, Lunch, and PM Snacks.					
		> All meals and snacks shall be fresh, wholesome, nutritious, and of good quality and shall be prepared and handled under sanitary conditions.					
		> All meals and snacks shall be individually packed, properly sealed, clean, presentable, and suitable.					
		> Packaging shall be food-grade and appropriate for the food items being served.					
		> Strictly follow time of delivery.					
		****Nothing follows****					
TECHNICAL DOCUMENTARY REQUIREMENTS: [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.]							
DELIVERY REQUIREMENT: (Shall be coordinated to the end-user)							
Date of Delivery: October 06-07; October 08-09; October 12-13, 2026 *** AM Snacks - 8:30AM ; Lunch - 11:30 AM ; PM Snacks - 03:00 PM**							

FINANCIAL OFFER

Pricing Details for Goods Offered (to be filled-up by the supplier for the purpose of bid evaluation)

VATable Sales : _____

VAT : _____

Total Cost : _____

Approved Budget for the Contract	**Two Hundred Twenty Nine Thousand Five Hundred Pesos only (Php 229,500.00)**
TOTAL OFFERED QUOTATION In accordance to Section 61.2.3 of IRR of RA 12009, in cases of discrepancies, the bid price stated in words shall prevail over the bid price in figures	**In words:** _____ _____ _____ _____ **In figures:** _____

Payment Details:	Payment shall be made promptly, but in no case later than thirty (30) days, through cheque after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Business Name : _____

Address : _____

Authorized Representative : _____
Signature Over Printed Name

Date : _____

Office Contact No/s : _____

Email Address : _____