



Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	HRDDiv 2023-12
Date	July 13, 2023

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 Procurement Project	Procurement of Meals for the CSC Trainings: 1. LACE on July 19-20, 2023 (2-day Training) 2. SDC Track 1 on August 14-17, 2023 (4-day Training)
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php 112,500.00
Deadline of Submission of Bid:	July 18, 2023, 9:00AM

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 Department, 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.**

Bidders must submit sealed quotation/s manually in the address given 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.
- ✓ PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted*)
- ✓ Annual Income Tax Return
 - Note:
 - **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)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact **HRDD at (02) 8551-3451 loc. 272 or email us at trainings@peza.gov.ph**

Joyanne N. Garcia

MS. JOY ANNE N. GARCIA
Department Manager III
Human Resource Development Department



Certificate No.: PMP-QMS 20 83 0042



"Made in the Philippines is best The Philippines is Best to invest in"



Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

MS. JOY ANNE N. GARCIA

Department Manager III
 Human Resource Development Department
 9th 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:

No.	Description	Total Bid Price
1 Lot	Procurement of Meals for the CSC Trainings: 1. LACE on July 19-20, 2023 2. SDC Track 1 on August 14-17, 2023 Please refer to Annex B for the complete specifications/ reference <i>(Bid Price must be inclusive of VAT and other charges)</i>	
Total		

COMPANY/SHOP NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____


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.

Annex "B"
Technical Specifications for the Procurement of Meals
for the CSC Trainings

Technical Specifications	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
Name of the Function: 1. Leave Administration Course for Effectiveness (LACE) on July 19-20, 2023 2. Supervisory Development Course (SDC) Track 1 on August 14-17, 2023	
Date of Function: 1. LACE on July 19-20, 2023 2. SDC Track 1 on August 14-17, 2023	
Event Proper/ Time: 8:00AM to 5:00PM	
Venue PEZA Auditorium, 10 th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City	
Type of Service: <ul style="list-style-type: none"> • Packed Meals 	
Minimum Guaranteed No. of Person: 450 pax per person 1. LACE : 35 2. SDC Track 1: 45	
<ul style="list-style-type: none"> • Menu (Halal/ Non-pork) • Packed Meals AM : Snack (may be in bento pack) <ul style="list-style-type: none"> – Pasta – Bread – Hot Porridge – May be combination of both • PACKED LUNCH (Bento Box) <ul style="list-style-type: none"> – Salad – Soup – Hot (1 Beef, 1 Chicken, 1 Fish/ Seafood, Rice) – Dessert (1 Type) • PM SNACK <ul style="list-style-type: none"> – Pasta – Bread – Creative Snacks i.e. – May be combination of both • BEVERAGES 	

<ul style="list-style-type: none"> ○ Canned Fruit Juices/Soda ○ Free Flow Coffee 	
<p>B. Set-up</p> <ol style="list-style-type: none"> 1. Presentable Packed Meals with cutlery set 2. Disposable cups for coffee 3. 3 Table Linen/Cover for 3 Tables (Length-72";Height – 29";Width -22" per table) Colors: Black, Dark Blue, Dark Red, or any corporate colors <p>Sample Photo of Table to be covered by the Linen/Table Cover</p> 	
<p>C. Mode of Payment</p> <ol style="list-style-type: none"> 1. Send bill 2. Price inclusive of all taxes and charges 	
<p>D. Accessibility</p> <ol style="list-style-type: none"> 1. Supplier must be located within 10 km radius of the venue (Philippine Economicz Zone Authority, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City) 	
<p>Delivery:</p> <ol style="list-style-type: none"> 1. LACE July 19-20, 2023 AM : 7:30 AM Lunch: 11:00 AM PM: 2:30 PM 2. SDC Track 1 on August 14-17, 2023 AM : 7:30 AM Lunch: 11:00 AM PM: 2:30 PM 	
<p>Food Tasting:</p> <ol style="list-style-type: none"> 1. Must provide food tasting for atleast 5 persons for all meals; 2. Bidder must receive satisfactory rating on the food tasting review which will happen on the specified date by the Host Unit; 3. Bidders who have previously provided food tasting are exempted from this requirement 	
<p>Note:</p> <ol style="list-style-type: none"> 1. A designated coordinator must be readily available and present to ensure delivery and smooth flow of the catering service; 2. Food and consumables must be ensured of quality and freshness. 3. Host Unit: Human Resource Development Division (Training) 	

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 at the following address;
Manually : 9th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: **On the specified schedule at Annex B or the rescheduled date** upon receipt of NTP/ 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:
 - 10th floor DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City (as stated in the Annex B of this RFQ)
 - Or on the alternative venue provided by the Host Unit