



Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PPRG-22-10
Date	July 28, 2022

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), intends to undertake Alternative/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 Project	Procurement of Catering Services for the Pacific Business Mission to the Philippines
Description/Specifications	Attached Annex "A"
Approved Budget for the Contract (ABC)	PhP 100,000.00
Deadline of Submission of Bid	August 4, 2022

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the **Promotions and Public Relations Group** at the PEZA Head Office, 10th Floor Double Dragon Center, West Building, Macapagal Avenue, Pasay City.

Bids must be submitted in sealed envelope with the following requirements:

	Mayor's/Business Permit <u>or</u> PhilGEPS Platinum Membership Certificate
	PhilGEPS Registration Number (<i>not required if PhilGEPS Platinum Membership Certificate is submitted</i>)
	Omnibus Sworn Statement (notarized) for ABCs above 50K <i>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.</i>





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

For any clarification, you may email Ms. Marilyn Domingo at marilyn.domingo@peza.gov.ph

ALEEM SIDDIQUI M. GUIAPAL

Group Manager, Promotions and Public Relations Group



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



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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

ALEEM SIDDIQUI M. GUIAPAL

Group Manager, Promotions and Public Relations Group
10th Floor Double Dragon Center West Building,
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 for the items as follows:

Quantity	Description	Bid Price (PHP)
1 Lot	Procurement of Catering Services for the Pacific Business Mission to the Philippines	
		Inclusive of VAT

BUSINESS NAME : _____

ADDRESS : _____

PHILGEPS REG. NO : _____

TIN : _____

AUTHORIZED SIGNATORY: _____

(Signature over Printed Name)

CONTACT NOS. : _____

EMAIL ADDRESS : _____

INSTRUCTIONS:

- (1) Accomplish this RFQ 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.

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Annex "B"
TECHNICAL REQUIREMENTS

LOT DESCRIPTION: Procurement of Catering Services for the Pacific Business Mission to the Philippines

QUANTITY: 80

UOM: Pax

APPROVED BUDGET OF

CONTRACT (ABC): Php 100,000.00

Agency Specifications	Bidder's Statement of Compliance
Date/Time: August 16, 2022 ; 11:30AM to 5:00 PM	
Theme/ Motif: Corporate / Blue, Gold, Elegant White	
Venue: DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City (PEZA Facilities – Auditorium, Hall of Flags, Library, Training Room, Conference Rooms, Board Rooms)	
<p>A. Menu (Halal/ Non-pork)</p> <p><u>Lunch</u> *Plated Service</p> <ol style="list-style-type: none"> a. Beef entrée b. Chicken entrée c. Fish entrée d. Steamed Rice e. Vegetable f. Custard Dessert g. Beverage (Bottled Water, Assorted Canned Juice, Overflowing Coffee) <p><u>PM Snacks</u> *with designated stations</p> <ol style="list-style-type: none"> a. Assorted Pastries/ Sponge Cakes b. Beverage (Bottled Water, Overflowing Coffee) 	

<p>B. Set-up</p> <ol style="list-style-type: none"> 1. Uniformed professional waiters and banquet staff 2. One (1) Buffet Station with stylish equipment 3. Five (5) Coffee and Pastries Station with stylish equipment (<i>distributed to 3 floors</i>) 4. Four Round Tables (10-Seater) and 65 Tiffany chairs 5. Three (3) Presidential/ Long Tables 6. Provide accent pieces for tables and chairs 7. Linen (as necessary) 8. Use of utensils, chinaware, and glasses 9. Setup should be done prior the event (a day before or hours before the program starts). 	
<p>C. Mode of Payment</p> <ol style="list-style-type: none"> 1. Send bill 2. Bid 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 (PEZA Auditorium,10/F, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City) 	

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ANNEX "C"

TERMS AND CONDITIONS

- **Bidder shall type or write in "Ink" the following on the Price Quotation Form:**
 - his/her name or business name;
 - address;
 - PhilGEPS Registration No. / Organization No.
 - TIN
 - Authorized Signatory
 - Contact Nos.
 - Email Address
- **Submit the filled-up forms in sealed envelope at the following address:**
 - PPRG, 10/F, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City
- **Delivery period:** August 16, 2022
- **Terms of payment:** Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:

10th Floor Double Dragon Center, West Building, DD MeridianPark, Macapagal Avenue, Pasay City