REQUEST FOR QUOTATION
Small Value Procurement [Sec. 34]

The Philippine Economic Zone Authority (PEZA) intends to undertake the **Small Value Procurement** in accordance with **Section 34** of the Implementing Rules and Regulations of the **Republic Act No. 12009**.

Name of Procurement Project	Procurement of meals, beverages flowing coffee and hot chocolate for the conduct of the Orientation and Onboarding Program for Newly Hired PEZA Employees, CY 2026
Description/Specifications	(Please refer to the attached Annex B)
Approved Budget for the Contract (ABC)	Php348,500.00
Deadline of Submission of Bid:	22 September 2026, 10:00 AM

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 (HRDD) – Training Division, 8th Floor Almeda Building Corner San Luis St., Roxas Blvd., Pasay City.**

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements or through email: *trainingdivision@peza.gov.ph*:

✓ 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 for ABC above 500K

Note:
- **Latest Income Tax Return filed via eFPS with proof of payment and filing, as applicable** (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) **and**
- **Latest Business Tax Return filed via eFPS, with proof of payment and filing** (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 – Training Division at telephone nos. (02) 8551 3451 local/s 272 or email trainingdivision@peza.gov.ph**

JOY ANNE G. NAVALON
Department Manager III, HRDD
Concurrent OIC, HRD Division (Training)

RFQ No.	HRD Div-2026-09-013
Date	18 September 2026

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

JOY ANNE G. NAVALON
Department Manager III, HRDD
Concurrent OIC, HRD Division (Training)
8th Floor Almeda Building Corner San Luis St.
Roxas Blvd., Pasay 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:

<table>
<tr><th>No.</th><th>Description</th><th>Total Bid Price</th></tr>
<tr><td>1</td><td>Meals, beverages flowing coffee and hot chocolate for the conduct of the Orientation and Onboarding Program for Newly Hired PEZA Employees, CY 2026
TOTAL NUMBER OF PAX: 374 (Breakfast, Lunch & PM Snacks)
No. of Days: 4

<table>
<tr><th>Day</th><th>Target Date</th><th>No. of Pax</th><th>Place of Delivery</th></tr>
<tr><td>1</td><td>September 28, 2026</td><td>120</td><td>8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City</td></tr>
<tr><td>2</td><td>September 29, 2026</td><td>130</td><td>CEZIA Clubhouse, PEZA Cavite Economic Zone, Rosario, Cavite</td></tr>
<tr><td>3</td><td>September 30, 2026</td><td>62</td><td>8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City</td></tr>
<tr><td>4</td><td>TBA</td><td>62</td><td>8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City</td></tr>
</table>

(Bid Price must be inclusive of VAT and other charges)
Any bid submitted beyond the deadline will not be accepted and will automatically be disqualified.</td><td></td></tr>
<tr><td colspan="2">Total</td><td></td></tr>
</table>

COMPANY/CLINIC NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS : _____

For proper withholding tax and VAT treatment, may we confirm if your company is VAT- registered or non-VAT? _____

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 SPECIFICATION/ TERMS OF REFERENCE

PROCUREMENT OF MEALS, BEVERAGES FLOWING COFFEE AND HOT CHOCOLATE FOR THE CONDUCT OF THE ORIENTATION AND ONBOARDING PROGRAM FOR NEWLY HIRED PEZA EMPLOYEES, CY 2026

Instructions: Bidders shall indicate "Comply" or "Not Comply" for every item listed below and shall state the specific page number(s) of their proposal or technical documents where compliance with the requirement is demonstrated.

<table>
<tr><th>[No]</th><th>[REQUIREMENT/DESCRIPTION/INFORMATION]</th><th>STATEMENT OF COMPLIANCE
(State whether ''COMPLY'' or ''NOT COMPLY'')</th></tr>
<tr><td>I</td><td>Title of Activity</td><td></td></tr>
<tr><td></td><td>Procurement of meals, beverages flowing coffee and hot chocolate for the conduct of the Orientation and Onboarding Program for Newly Hired PEZA Employees, CY 2026</td><td></td></tr>
<tr><td>II</td><td>Purpose/ Objective</td><td></td></tr>
<tr><td></td><td>To provide nutritious and delicious meals (Breakfast, Lunch and PM Snack) during the conduct of the "Orientation and Onboarding Program for Newly Hired PEZA Employees, CY 2026" for the following number of participants:
TOTAL NUMBER OF PAX: 374 (Breakfast, Lunch & PM Snack)
No. of Days: 4
<table><tr><th>Day</th><th>Target Date</th><th>No. of Pax</th></tr><tr><td>1</td><td>September 28, 2026</td><td>120</td></tr><tr><td>2</td><td>September 29, 2026</td><td>130</td></tr><tr><td>3</td><td>September 30, 2026</td><td>62</td></tr><tr><td>4</td><td>TBA</td><td>62</td></tr></table>• Any bid submitted beyond the deadline will not be accepted.</td><td></td></tr>
<tr><td>III</td><td>Qualifications</td><td></td></tr>
<tr><td></td><td>The following are eligible to participate in the procurement of meals with beverages, free-flowing coffee and hot chocolate for the Orientation and Onboarding Program for Newly Hired PEZA Employees, CY 2026:
a.) Duly licensed Filipino citizens/sole proprietorships, partnership, corporation
b.) Has proven capability and track record in the food/banquet industry for the last three (3) years.
c.) Holder of VALID business license/s issued by relevant government agencies.
d.) Duly registered with the PhilGEPS.</td><td></td></tr>
<tr><td>IV</td><td>Approved Budget of the Contract (ABC)</td><td></td></tr>
<tr><td></td><td>The price quotation shall not exceed the Approved Budget for the Contract (ABC) amounting to Three Hundred Forty-Eight Thousand Five Hundred Pesos in Philippine Currency (Php348,500.00), including 12% VAT and all other applicable government taxes and service charges.
• Any bid beyond the ABC will automatically be disqualified.</td><td></td></tr>
<tr><td>V</td><td>Technical Specifications</td><td></td></tr>
<tr><td></td><td>A. Availability and Quantity
The food should be available as per agreed schedule and sufficient to the no. of participants:
TOTAL NUMBER OF PAX: 374
TOTAL NUMBER OF DAYS: 4 DAYS
<table><tr><th>Day</th><th>Target Date</th><th>No. of Pax</th><th>Place of Delivery</th></tr><tr><td>1</td><td>September 28, 2026</td><td>120</td><td>8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay</td></tr></table></td><td></td></tr>
</table>

			City
2	**September 29, 2026**	**130**	***CEZIA Clubhouse, PEZA Cavite Economic Zone, Rosario, Cavite***
3	**September 30, 2026**	**62**	***8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City***
4	**TBA**	**62**	***8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City***

Note:

- **For Day 1- PM Snacks should be served at 1PM.**
- **All PM Snacks shall be served in individual packed meals, provided that the serving size is still for buffet set-up.**
- **For Day-4 The dates will be coordinated to the winning supplier at least 2 days before the event**

The Winning Bidder shall provide buffer of 10% of the total number of participants per meal

B. Catering Services (Buffet Set-Up)

B.1 Free flowing coffee/hot chocolate and tea with mints/candies/mixed nuts for the whole duration of the session

B.2 Be able to offer varied, delicious, nutritious and quality food options for the abovementioned activity that meet dietary needs and preferences of the participants, specifically:

a. Breakfast (Rice, Egg, One Viand, Fruits)
b. Lunch (Rice, soup, side dish, pasta, at least 2 viands (*choices from chicken, beef, fish/seafoods*) and dessert
c. Snacks

B.3 Beverages – at least 1 round of bottled drinks for lunch and snacks; infused water for the entire session

B.4 The winning bidder must provide a presentable buffet table with decorations (If they need to do an ocular inspection of the place/venue, they must do so, at least two days before the event and shall coordinate with the Training Division.

B.5 The winning bidder shall provide a take-out container sufficient for the left over/excess food.

B.6. The winning bidder shall delivery the meals in the following places.

Day	Target Date	No. of Pax	Place of Delivery
1	**September 28, 2026**	**120**	***8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City***
2	**September 29, 2026**	**130**	***CEZIA Clubhouse, PEZA Cavite Economic Zone, Rosario, Cavite***
3	**September 30, 2026**	**62**	***8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City***
4	**TBA**	**62**	***8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City***

B.7. The Winning Service Bidder shall bear all toll fees and other transportation costs incurred in connection with the delivery.

The winning bidder must send 3 menus for each category at least 2 days before the event and shall ensure compliance with the above requirements.

C. Schedule Delivery:

Day	Target Date	Place of Delivery
1	**September 28, 2026**	***8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City***
2	**September 29, 2026**	***CEZIA Clubhouse, PEZA Cavite Economic Zone, Rosario, Cavite***
3	**September 30, 2026**	***8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City***
4	**TBA**	***8th Floor Training Division, PEZA Investment and Corporate Center Roxas Blvd, Cor. San Luis St. Pasay City***

Note: Schedule of delivery and service may be subject to change. In such cases, the end-user shall notify the winning bidder of the revised schedule at least three (3) days prior to the scheduled event or delivery date.

VI	**Other Requirements**	
	A. Food and consumables must be ensured of quality and freshness.	
	B. The Winning Bidder must ensure that there is sufficient number of Staff in-charge of the buffet counter (in proper uniform) and will be responsible for the decorum and professional behavior.	

	C. If the Winning Bidder is first time to cater in PEZA, food tasting is required two days before the event.	
	D. Payment Terms: Payment will be made only after full delivery of the goods/service and submission of required documents (e.g., billing statement, etc.). **The Winning Bidder shall submit the following documents (*Please refer to page 1 of this RFQ for the additional details)***: a. Properly and completely accomplished RFQ (**Original – 4 sets**) b. VALID Business Licensed/Permit, PhilGEPS Registration (**Certified True Copy (CTC) – 4 copies each**) c. **Original – 2 copy; CTC – 2 copies** • For partnership, corporation, cooperative, or joint venture -Notarized Secretary Certificate/Board/Partnership Resolution, or SPA, whichever is applicable or • For sole proprietorship – Notarized Special Power of Attorney (SPA) for authorized representative d. Omnibus Sworn Statement (Notarized) for ABCs above 50K (**Original – 2 copy; CTC – 2 copies**) e. Annual Income Tax Return for ABC above 500K (**CTC – 4 copies**) **Bid documents may be initially submitted via training email but hard copies shall also be submitted manually to the *HRDD – Training Division, 8th PEZA Investment and Corporate Center Roxas Blvd., Corner San Luis St., Pasay City*** **CTC – Certified True Copy** ***If the document is more than one page, please ensure that ALL pages are properly stamped with CTC.***	

**Include copy of proposal/photo of the product if applicable*

CERTIFICATE OF COMPLIANCE TO THE TECHNICAL SPECIFICATION/TERMS OF REFERENCE

We hereby certify that the goods/services offered and submitted by our company fully comply with the technical specifications and requirements set forth by the Procuring Entity.

We further confirm that all documents submitted, including the signed Technical Specifications, are true, correct, and complete, and that any deviation, misrepresentation, or non-compliance shall be grounds for disqualification, contract termination, or other remedies allowed by law.

We undertake to deliver the goods/services strictly in accordance with the approved technical specifications.

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name of Authorized Representative

DATE : _____

ANNEX "C''
Terms and Conditions

I.	**SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A*) **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: - Name of Store - Address - PhilGEPS Registration/Org. No. - TIN - Authorized Signatory - Date - Contact Nos. - Email Address - VAT/Non-VAT confirmation - Copy of Proposal/Brochures, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: *HRDD – Training Division, 8th Floor Almeda Building Corner San Luis St., Roxas Blvd., Pasay City.* **Email:** *trainingdivision@peza.gov.ph*
III.	**DELIVERY PERIOD**	**Schedule Delivery: 28-29 September 2026 & 30 September 2026 (Day 3, Batch 1); Day 3, Batch 2 - TBA** **as stated in Annex "B"** ***Note: Schedule of delivery and service may be subject to change. In such cases, the end-user shall notify the winning bidder of the revised schedule at least three (3) days prior to the scheduled event or delivery date.***
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / Payment will be made only after full delivery of the goods/service and upon receipt of the Original Sales Invoice/ Billing Statement and complete attachments/supporting documents
V.	**DELIVERY /LOCATION**	Winning Bidder must deliver the items/services to the address below together with the list of product/services: ***Schedule Delivery: 28-29 September 2026 & 30 September 2026 (Day 3, Batch 1); Day 3, Batch 2 - TBA*** ***as stated in Annex "B"*** ***28 September 2026 & 30 September 2026 (Day 3 Batch 1); Day 3, Batch 2 - TBA*** ***Delivery Address: HRDD – Training Division, 8th Floor Almeda Building Corner San Luis St., Roxas Blvd., Pasay City*** ***29 September 2026*** ***Delivery Address: CEZIA Clubhouse, PEZA Cavite Economic Zone, Rosario, Cavite*** ***Note: Schedule of delivery and service may be subject to change. In such cases, the end-user shall notify the winning bidder of the revised schedule at least three (3) days prior to the scheduled event or delivery date.*** **For Goods and Services (i.e. Equipment, Devices, and etc.) please provide list of product se delivered (please refer to format provided attached as Annex D via hard copy and excel file to be s the email reflected in this RFQ.*