Republic of the Philippines
# Philippine Economic Zone Authority

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| RFQ No. | CPD-2023-03 |
| Date | July 11, 2023 |

**REQUEST FOR QUOTATION**
**Alternative-Small Value [Sec 53.9]**

The Philippine Economic Zone Authority (PEZA) intends to undertake **Small Value Procurement** in accordance with Sec. 53.9 of the Updated 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

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| Name of Project | **Procurement of Venue and Meals for the 1.5-day Onsite Cascading and Vetting Session of PEZA Strategic Plan (2023-2028)** |
| Description/Specifications | **Attached Annex "A"** |
| Approved Budget for the Contract (ABC) | **Php 200,000.00** |
| Deadline of Submission of Bid | **July 21, 2023, 12:00nn** |

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids **Corporate Planning Department (CPD), 8thFloor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or thru email together with the following documentary requirements:

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| ✓ | Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate |
| ✓ | Omnibus Sworn Statement (Notarized) for ABCs above 50K<br>*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.* |
| ✓ | Income / Business Tax Return (for ABC above 500k )<br>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**<br>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*) |
| ✓ | 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 per item which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact CPD at telephone nos. (02) 8551-3438 / (02) 85513451 local 232 or 8806-5644 or cpd@peza.gov.ph.

**MA. ALLIN DS VELUZ**
OIC-DM, Corporate Planning Department

| RFQ No. | CPD-2023-03 |
|---|---|

Annex "A"

**PRICE QUOTATION FORM**

(Financial Bid)

**OIC-DM MA. ALLIN DS VELUZ**
Corporate Planning Department
8th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

Dear Ma'am:

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:

| Description | Bid Price (PHP) |
|---|---|
| **Venue and Meals for the 1.5-day Onsite Cascading and Vetting Session of PEZA Strategic Plan (2023-2028).**<br>Please see attached annex B for the detailed technical specifications. | Php |
| | **(Inclusive of VAT)** |

NAME OF STORE :_____

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. | CPD-2023-03 |
|---|---|

Annex "B"

**Technical Specifications**

Procurement Project:

**Strategic Planning Venue and Accommodation on May 29-31, 2023**

| QTY | Technical Specifications | Statement of Compliance (State whether "comply" or "not Comply") |
|---|---|---|
| 1 lot | **Venue for the 1.5-day Onsite Cascading and Vetting Session of PEZA Strategic Plan (2023-2028) located in Pasay, Manila, and Makati**<br>✓ Date: August 02-03, 2023 (1.5 days)<br>✓ With conference room | |
| 1 lot | **Conference Room / Function Area**<br>✓ Air-conditioned room<br>✓ Tables and chairs for 43pax (U-shaped) (*can accommodate breakout sessions*)<br>✓ Projector and Projector screen (min. 6ft x 8ft)<br>✓ Light and sounds<br>✓ wireless microphones x 3 pcs<br>✓ Lapel x 1 pc<br>✓ Podium x 1 pc<br>✓ Sign stands x 2 pcs<br>✓ Wifi access in venue and rooms of attendees<br>✓ Stand-by generator | |
| 1 lot | **Meals for 43pax on August 02-03, 2023**<br><br>Day 1: August 02, 2023 for 43pax<br>✓ PM snack<br>✓ With overflowing coffee, tea<br><br>Day 2: August 03, 2023 for 43pax<br>✓ AM snack<br>✓ buffet<br>✓ PM snack<br>✓ With overflowing coffee, tea<br><br>Note: No pork | |

| RFQ No. | CPD-2023-03 |
|---|---|

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| 1 lot | **Other requirements and inclusions:**<br>✓ Reserved parking<br>✓ Technical and engineering assistance for lights and sounds<br>✓ Janitorial services<br>✓ Set-up must be ready atleast 1 hour before the scheduled activity | |
| 1 lot | **Ocular inspection**<br>✓ The proposed venue should be available for ocular inspection at any time on July 24-25, 2023 | |
| 1 lot | **Mode of payment:**<br>✓ Send bill<br>✓ Price inclusive of all taxes and charges | |

AUTHORIZED SIGNATORY: _____
(Signature over Printed Name)

DATE : _____

| RFQ No. | CPD-2023-03 |
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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 sealed documents at the following address:

  8th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: August 02-03, 2023

- 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:

  8th Floor DoubleDragon Center West Building,
  DD Meridian Park, Macapagal Avenue, Pasay City