Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PSD-2025-09-005
Date	25 September 2025

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 Events Management Services for the 2025 PEZA Trick or Treat Party for kids on October 30, 2025
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	**Php 174,500.00**
Deadline of Submission of Bid:	**Monday, September 27, 2025 at 5:00PM**

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, 9h 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)*

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 8551-3451 loc. 318 or email us at hrd@peza.gov.ph**

ATTY. ROMEO P. VILLARTA
Division Chief III, PSD-HRDD

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. JOY ANNE G. NAVALON
Department Manager III
HRDD
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 Events Management Services for the 2025 PEZA Trick or Treat Party for kids on October 30, 2025 Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

BUSINESS 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 Events Management Services for the 2025 PEZA Trick or Treat Party for Kids on October 30, 2025

Technical Specifications
Name of the Function: 2025 Trick or Treat Party for Kids
Date of Function: October 30, 2025/ Thursday
Event Proper/ Time: 1:00 PM to 4:00 PM
Event's Venue: 10th flr Double Dragon Center West Building, DD Meridian Park, Macapagal Blvd. Pasay City
Type of Service: To provide a complete event package inclusive of full venue setup, themed decorations, snacks, interactive entertainment, party games with simple prizes, and onsite souvenirs
Logistics/ Others: **Main Stage** o Design Concepts and Backdrop o 3D and 2D Styro Backdrop o Balloon Garland o Entrance Balloon Arch o 2D/3D Theme Elements **Party Host / Game Master** o Party Hosting 2-hour program o Game Master o Balloon Twisting o Professional and English Speaking o Interactive and Lively **Photobooth** o 2 hours Unlimited (4X6 Postcard) o Customizable event-themed photo layout with branding/logo if required o Magnetic backing for easy attachment to surfaces o Minimum of 3 shots per guest/group session o Access to digital copies via USB or downloadable ink **Glitter Tattoo or Face Paint Booth** o 2 continuous hours o Hypoallergenic, non-toxic and skin safe suitable for children o Compact and visually appealing booth o 1-2 experienced and child friendly artists to apply the tattoos

Food Bento Box (150 servings)

- Pasta
- Fried Chicken
- Fries
- Drinks

Onsite Souvenir (100 kids)

- Bag Printing and Kiddie Charm Loop

Others

- Games and Prizes
- Piñata with candies
- Nametags for the kids
- Cotton Candy or Popcorn Station

Terms of Payment

Send a bill to the Philippine Economic Zone Authority. Full payment upon completion of deliverables and submission/receipt of invoice, billing. And/or other pertinent documents

Note:

1. Set-up and other applicable requirements related to the event must be prepared at least a 2-3 hours before the event.
2. A designated coordinator must be readily available and present to ensure delivery and smooth flow of the catering service at the time of the activity
3. Food and consumables must be ensured of quality and freshness.

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 : HRDD, 9th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: **October 30, 2025** upon receipt of NTP/ Contract/ PO/ WO

- Terms of Payment: Through Cheque / 30 working days upon receipt of Original Sales Invoice / Billing Statement.

- Winning Bidder must deliver the items/services to the following address: 10th floor, PEZA Audit Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City (as s the Annex B of this RFQ)