



Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	BAC-2023-02
Date	01 February 2023

REQUEST FOR QUOTATION
 (Alternative-Small Value Procurement)

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will 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 PEZA 28th Anniversary
Description/Specifications	Please refer to the attached Annex "B"
Approved Budget for the Contract (ABC)	PhP 700,000.00
Deadline of Submission of Bid	06 February 2023

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, EDSA cor. Macapagal Ave., Pasay City.

Bidders must submit sealed quotation/s in the address given above together with the following documentary requirements:

✓	Mayor's/Business Permit or PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50k (for SVP only) <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>
✓	Income / Business Tax Return (for ABC above 500k) Latest Income Tax Return filed via eFPS (<i>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</i>) or Latest Business Tax Return filed via eFPS (<i>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</i>)
✓	PhilGEPS Registration Number (<i>not required if PhilGEPS Platinum Membership Certificate is submitted</i>)

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

For any clarification, you may contact **Promotions and Public Relations Group at 8551-3451 loc. 642** or email **Mr. Brett Andrew Surell** at brett.surell@peza.gov.ph.


ANIDELLE JOY M. ALGUSO
 BAC Chairperson

Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

Ms. Anidelle Joy M. Alguso
 BAC Chairperson
 Philippine Economic Zone Authority (PEZA)
 8th Floor, DoubleDragon Center West Building, DD Meridian Park,
 Macapagal Ave., Pasay City

Thru: BAC Secretariat

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:

Description	Quantity	Unit Price	Bid Price
Catering Services for PEZA 28th Anniversary	1 lot	PhP	PhP

BUSINESS NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

TIN : _____

AUTHORIZED SIGNATORY : _____
 (Signature over Printed Name)

DATE : _____

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.
 - (5) Bids exceeding the ABC shall be automatically disqualified

Annex "B"

TECHNICAL SPECIFICATIONS

Catering Services
Name of the Function: PEZA 28th Anniversary Celebration
Date of Function: February 24, 2023/ Friday
Event Proper/ Time: 4:00 PM to 9:00 PM
Theme/ Motif: Lavender and White (tentative)
Venue: DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City (PEZA Facilities - PEZA Auditorium, Hall of Flags, Library, ODG Conference Room, Board Room, 8 th and 9 th Floor)
Type of Service: <ul style="list-style-type: none"> • Plated (for VIPs) • Buffet (for 8th, 9th and 10th floor)
Minimum Guaranteed No. of Person: 400 pax <i>(see distribution below)</i> <ul style="list-style-type: none"> • 8th floor – 100 pax • 9th floor – 150 pax • 10th floor – 150 pax
Working Budget: PhP 700,000.00
A. Menu (Halal/ Non-pork) <ul style="list-style-type: none"> • Various Cuisine (e.g. Japanese, American, Mediterranean) <ul style="list-style-type: none"> • Pass Around • Salad • Soup • Steamed Rice • Hot (1 Beef, 1 Chicken, 1 Fish/ Seafood) • Pasta • Dessert (2 Types) • Beverages <ul style="list-style-type: none"> • Overflowing Iced Tea/Juice • Bottled Water • Mobile Bar <ul style="list-style-type: none"> Inclusive of: <ul style="list-style-type: none"> • Five (5) standard cocktails of choice • Three (3) shooters • Two (2) non-alcoholic cocktail • Three (3) hours of drink all you can • Bar list in the Bar Counter • Complete Bar Set-up • One (1) bartender and two (2) waiters • 120.00 Pesos per person (for 200 pax)
B. Set-up <ul style="list-style-type: none"> 1 Uniformed professional waiters and banquet staffs

2. Linen (as necessary)
3. Use of utensils, chinaware, and glasses
4. Complete set-up and equipment
 - Two (2) Buffet Station (outside Board Room and near ODG area / hallway)
 - One (1) Buffet Station (near ODDGFA Area - 9th Floor)
 - One (1) Buffet Station (near ODDGPP Area - 8th Floor)
 - Thirty (30) Cocktail Tables (10th Floor Hallway, Hall of Flags, Library, 10/F Right Wing)
5. Two (2) Spiral Balloons Décor (will be placed at the stage inside the auditorium)

Colors: White/Lavender

Size: 6 ft.
6. To provide Take out boxes.

C. Others

- Party Host(s)
- Photobooth (1 unit)
 - 3 hours Unlimited (4X6 Postcard) with 3 Photos
 - Magnetic on the back
 - Template should be discussed with the end-user
 - With 3 Photo shots



D. Mode of Payment

1. Send bill
2. Price inclusive of all taxes and charges

E. Accessibility

- Supplier must be located within 10 km radius of the venue (DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City)

F. Notes

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

AUTHORIZED SIGNATORY

: _____
Signature over Printed Name

DATE

: _____

Annex "C"

TERMS AND CONDITIONS

1. Bidder shall type or write in "Ink" the following on the Price Quotation Form:

- Business Name
- Address
- PhilGEPS Registration No./Organization No.
- TIN
- Authorized Signatory
- Date
- Contact Nos.
- Email Address

2. Submit the filled-up Forms (Annexes A and B) manually or thru email at the following address:

- **Manually:** BACSEC, 8th floor, DoubleDragon Center West
DBuilding, DD Meridian Park, Macapagal Blvd,
Pasay City

- **Email:** bacsec@peza.gov.ph

3. Delivery Period: on February 24, 2023

4. Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice/Billing Statement.

5. Winning bidder must deliver the items/services to the following address:

**10th floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Blvd, Pasay City**