Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	PPRG-23-09-20
Date	September 25, 2023

REQUEST FOR QUOTATION
Alternative-Small Value [Sec 53.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value** 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 Service for the General Assembly and Orientation for 28th PEZA Investors Night**
Description/Specifications	**Attached Annex "B"**
Approved Budget for the Contract (ABC)	**Php 105,000.00**
Deadline of Submission of Bid	**September 28, 2023; 12:00 NN**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Promotions and Public Relations Group, 10th Floor, DoubleDragon Center West Building, DD Meridian Park, Macapagal Blvd., Pasay City.**

Bids must be submitted manually together with the followingdocumentary 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 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 Promotions and Public Relations Group at 8551-3451 loc. 631 or email Mr. Nasser Bansao and Mr. Brett Andrew Surell at nasser.bansao@peza.gov.ph and brett.surell@peza.gov.ph

ANIDELLE JOY M. ALGUSO
OIC- DDG For Policy and Planning

RFQ No.	PPRG-23-09-20

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

DDG ANIDELLE JOY M. ALGUSO
OIC Deputy Director General for Policy and Planning
Philippine Economic Zone Authority (PEZA)
8th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Ave., Pasay City

Dear Ma'am/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:

Description	Bid Price (PHP)
Procurement of Catering Service for General Assembly and Orientation for 28th PEZA Investors Night *(Please refer to Annex B for the complete specification / reference. Bid price must be inclusive of VAT and other charges)*	Php
	(Inclusive of VAT)

BUSINESS NAME : _____
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.

Annex "B"

Technical Specifications

QTY	Specifications	Statement of Compliance (State whether "Comply" or "Not Comply")
350 pax	**A. Menu** **SNACK TIME** **(October 3, 2023)** • Pansit • Shanghai • Chicken Lollipop • Cucumber Juice	
	B. Set-up 1. Uniformed professional waiters and banquet staffs 2. Use of utensils, chinaware, and glasses 3. Provide accent pieces for tables and chairs 4. Provide table cloths/ linens and table runners 5. Complete set-up and equipment o One (1) Coffee Station (Outside the Auditorium) o Six (6) Eight-Seater Round Table (inside the Auditorium) o Forty-Eight (48) Monoblock Chairs with Seat Cover (inside the Auditorium) o One (1) Buffet Station (10th Floor Near Auditorium) o One (1) Buffet Station (9th Floor Hallway) o One (1) Buffet Station (8th Floor Hallway)	
	C. Mode of Payment • Send bill • Price inclusive of all taxes and charges	
	D. Accessibility Supplier must be located within 10 km radius of the venue (DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City)	

	E. Notes a. Set-up and other applicable requirements related to the event must be prepared at least 3 hours before the event. b. A designated coordinator must be readily available and present to ensure delivery and smooth flow of the catering services and set up at the time of the activity. c. 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 (Annexes A and B) Forms manually at the following address:

  Manually : PPRG, 10th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: 11AM on October 3, 2023

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

- Winning Bidder must deliver the items/services to the following address:
  10th Floor DoubleDragon Center, West Building, DD Meridian Park,Macapagal Avenue, Pasay City

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