



Republic of the Philippines

Philippine Economic Zone Authority

RFQ No.	CPD-2023-01
Date	May 22, 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 Venue and Accommodation for the 3-day activity re: Crafting of PEZA Strategic Plan (2023-2028)
Description/Specifications	Attached Annex "A"
Approved Budget for the Contract (ABC)	Php 450,000.00
Deadline of Submission of Bid	March 26, 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 to **Bids and Awards Committee (BAC), 8th Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

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

✓	Mayor's/Business Permit <u>or</u> PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K <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>) <u>or</u> 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 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 BAC Secretariat and or CPD at telephone nos. (02) 8551-3438 / (02) 85513451 local 232 or 8806-5644 or bacsec@peza.gov.ph.


GM ANIDELLE JOY M. ALGUSO
BAC Chairperson

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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

GM ANIDELLE JOY M. ALGUSO
BAC Chairperson
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)
Please see attached technical specifications for reference.	Php
	(Inclusive of VAT)

NAME OF STORE : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

TIN : _____

AUTHORIZED SIGNATORY: _____
(Signature over Printed Name)

DATE : _____

CONTACT NOS. : _____

EMAIL ADDRESS : _____

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|--|
| INSTRUCTIONS: |
| <ol style="list-style-type: none"> (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	Technical Specifications	Statement of Compliance (State whether "comply" or "not Comply")																														
1 lot	Venue and Accommodation <ul style="list-style-type: none"> ✓ No. of pax: 39 (22-female, 17-male) ✓ Date: May 29-31, 2023 (3days & 2 nights) 																															
1 lot	Conference Room / Function Area <ul style="list-style-type: none"> ✓ Air-conditioned room ✓ Tables and chairs for 39pax (<i>can accommodate breakout sessions</i>) ✓ Projector and Projector screen (min. 6ft x 8ft) ✓ Light and sounds ✓ wireless microphones x 3 pcs ✓ Lapel microphone x 1 pc ✓ Podium x 1 pc ✓ Sign stands x 2 pcs ✓ Wifi access in venue and rooms of attendees <p>Schedule:</p> <ul style="list-style-type: none"> ✓ May 29, 2023 – 9:00am to 7:00pm ✓ May 30, 2023 – 9:00am to 6:30pm ✓ May 31, 2023 – 9:00am to 2:00pm 																															
1 lot	Meals for 39pax on May 29-31, 2023 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Meal / Snacks</th> <th style="text-align: center;">May 29</th> <th style="text-align: center;">May 30</th> <th style="text-align: center;">May 31</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td><i>Breakfast</i></td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">2</td> </tr> <tr> <td><i>AM snack</i></td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td style="text-align: center;">1</td> </tr> <tr> <td><i>Lunch</i></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">3</td> </tr> <tr> <td><i>PM snacks</i></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> <td style="text-align: center;">2</td> </tr> <tr> <td><i>Dinner</i></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> <td style="text-align: center;">2</td> </tr> </tbody> </table> <p>Proposed meal and set-up:</p> <ul style="list-style-type: none"> ✓ Managed buffet ✓ Attached proposed menu <ul style="list-style-type: none"> - Meat (beef, chicken, seafood) - Steamed rice - Side veggies or salad - Dessert - Juice / soda ✓ Light snacks <p>Note: <i>No pork, Overflowing coffee, tea</i></p>	Meal / Snacks	May 29	May 30	May 31	Total	<i>Breakfast</i>		✓	✓	2	<i>AM snack</i>	✓			1	<i>Lunch</i>	✓	✓	✓	3	<i>PM snacks</i>	✓	✓		2	<i>Dinner</i>	✓	✓		2	
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<i>Dinner</i>	✓	✓		2																												

1 lot	Other requirements and inclusions: <ul style="list-style-type: none"> ✓ Reserved parking ✓ Technical and engineering assistance for lights and sounds ✓ Janitorial services ✓ Set-up must be ready atleast 1 hour before the scheduled activity 	
1 lot	Mode of payment: <ul style="list-style-type: none"> ✓ Send bill ✓ Price inclusive of all taxes and charges 	

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

- Delivery Period: May 29-31, 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 (as applicable).

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