



Philippine Economic Zone Authority  
**CAVITE ECONOMIC ZONE**  
Rosario, Cavite

|               |                   |
|---------------|-------------------|
| Reference No. | CEZRFQ 2024-05-23 |
| Date          | May 27, 2024      |

## REQUEST FOR QUOTATION

Negotiated Procurement – Lease of Real Property and Venue (Sec.53.10)

The Philippine Economic Zone Authority – Cavite Economic Zone through its Bids and Awards Committee (BAC), invites interested parties to submit quotation for the **“Lease of Venue (One Day / Day Tour) and Meals for Two Hundred Fifty (250) Participants for the Conduct of Activity for the Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-Cluster 1 Employees”** through Negotiated Procurement in accordance with Sec. 53.10 of the 2016 Revised IRR of R.A. 9184.

|                                       |   |
|---------------------------------------|---|
| Name of Project                       | Lease of Venue (One Day / Day Tour) and Meals for Two Hundred Fifty (250) Participants for the Conduct of Activity for the Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-Cluster 1 Employees |
| Approve Budget for the Contract (ABC) | ₱175,500.00   |
| Venue                                 | Beach Area of Cavite  |
| Terms of Reference                    | Attached Annex C  |
| Pre-Negotiation Meeting               | May 31, 2024  |
| Deadline of Submission                | June 4, 2024, 3:00PM  |

Interested lessors/suppliers may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at 1<sup>st</sup> Floor, New Administration Building Cavite Economic Zone Rosario, Cavite **which shall be accompanied by the following eligibility and technical documents:**

|    |  |
|----|--|
| 1) | Proof of Philgeps Registration / Philgeps Registration Number  |
| 2) | Valid and Current Mayor’s Business Permit / Municipal License  |
| 3) | BIR eFPS 1701Q – Quarterly Income Tax Return (ITR) – latest 2 quarters   |
| 4) | BIR eFPS 1701Q – Business Tax Returns regarding VAT or Percentage Tax – latest 6 months (combination of 2550M & 2550Q) |
| 5) | Compliance to Technical Specification / Terms of Reference (Annex B-C)   |

Open quotation may be submitted, manually or through facsimile or email at the address and contact numbers indicated hereunder.

Award of contract shall be made to the lowest calculated responsive bidder which complies with the minimum technical specifications and other terms and conditions stated herein.

For any clarification, you may contact the CEZ BAC Secretariat at:

Telephone Nos.      **(046) 4376090 / 4376146 / 437-6010**  
Tel / Fax No.        **(046) 4376702**  
Email Address        **cezbac@peza.gov.ph**

---Original Signed---  
**MS. JESSICA M. ITAAS**  
Chairperson, CEZ BAC

|               |                   |
|---------------|-------------------|
| Reference No. | CEZRFQ 2024-05-23 |
| Date          | May 27, 2024      |

**ANNEX – A**  
**PRICE QUOTATION FORM (PQF)**  
**(Bid Form)**

\_\_\_\_\_ Date

**MS. JESSICA M. ITAAS**  
 Chairperson, Bids and Awards Committee  
 1<sup>st</sup> Floor New Administration Building  
 PEZA Cavite Economic Zone  
 Rosario, Cavite

*Thru: The BAC Secretariat*

Dear Sir,

After having carefully read and accepted the Terms and Conditions of this Request for Quotation (RFQ) under **Reference No. CEZRFQ 2024-05-23**, I/we \_\_\_\_\_ submit our quotation/s for the item/s as follows:

\_\_\_\_\_ *Business Name*

| No.   | General Requirements  |
|-------|---|
| 1 Lot | <p style="text-align: center;"><b>Lease of Venue (One Day / Day Tour) and Meals for Two Hundred Fifty (250) Participants for the Conduct of Activity for the Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-Cluster 1 Employees</b></p> <p>Event Date : June 8, 2024<br/>           Location : Beach Area of Cavite</p> |

|                   |              |
|-------------------|--------------|
| <b>Bid Amount</b> | In Words :   |
|                   | In Figures : |

*\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND OTHER CHARGES.*

\_\_\_\_\_  
**Bidder's authorized signature over printed name**

**Designation** : \_\_\_\_\_  
**Name of Company** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Contact No. / Mobile No.** : \_\_\_\_\_

**ANNEX – B**

| <b>TECHNICAL SPECIFICATIONS</b>   |   |   |   |
|---|---|---|---|
| Project Name  | Lease of Venue (One Day / Day Tour) and Meals for Two Hundred Fifty (250) Participants for the Conduct of Activity for the Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-Cluster 1 Employees |   |   |
| Request for Quotation No.   | CEZRFQ 2024-05-23   | Lot No.   | 1 |
| <b>Specification / Requirements</b>   |   | <b><u>STATEMENT OF COMPLIANCE</u></b><br><i>(Note: Please write <b>COMPLY</b> or <b>NOT COMPLY</b> opposite each parameter of every item)</i> |   |
| <b>1. General Requirements:</b>   |   |   |   |
| a) Target Event Date is <b>June 8, 2024</b>   |   |   |   |
| b) Location: Beach Area of Cavite   |   |   |   |
| c) Guaranteed number of participants: 250 pax   |   |   |   |
| d) Free parking for participants' vehicles and buses  |   |   |   |
| <b>2. Activity Venue:</b>   |   |   |   |
| a) Counter <ul style="list-style-type: none"> <li>➤ Service provider shall set-up counters exclusive for PEZA, each with at least one (1) staff assigned.</li> </ul>  |   |   |   |
| b) Venue for Activities <ul style="list-style-type: none"> <li>➤ The service provider shall provide venues for various activities during the duration of the event within the facility itself. The opening ceremony, team building activities, use of recreational facilities, audio/video system, designated area for the group</li> <li>➤ Access to Wi-Fi must be provided during the entire period</li> <li>➤ The venue must have its own safe open area for team building activities.</li> <li>➤ The venue has its own facilitator / program for the team building activities.</li> </ul> |   |   |   |
| <b>3. Meal / Food Requirement/s:</b>  |   |   |   |
| ➤ Buffet Lunch  |   |   |   |
| ➤ AM Snacks   |   |   |   |
| ➤ PM Snacks   |   |   |   |

|  |  |
|--|--|
| ➤ Drinking water shall be provided for the participants  |  |
| ➤ Food served shall be fresh, hot and ready at least 30 minutes before each meal.                |  |
| ➤ Proposed Menu shall be attached to the proposal and food tasting may be conducted upon request |  |
| ➤ Actual Menu shall be subject to approval   |  |

Bidder's Authorized Representative : \_\_\_\_\_ Signature over printed name  
 Designation : \_\_\_\_\_  
 Name of Company : \_\_\_\_\_  
 Address: : \_\_\_\_\_  
 Contact No. / Email Address : \_\_\_\_\_

## ANNEX – C

### TERMS OF REFERENCE (TOR)

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#### **Lease of Venue (One Day / Day Tour) and Meals for Two Hundred Fifty (250) Participants for the Conduct of Activity for the Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-Cluster 1 Employees**

#### **I. RATIONALE**

PEZA-Cluster 1, with its goal to promote the over-all mental wellness and provide an inclusive conducive and supportive work environment to ensure healthy and productive workforce as aligned with CSC MC. 04 s. 2020 dated 07 February 2020, will conduct its activity for the Mental Health Program (MHP) on the occasion of the Family Day for its employees and their families.

This MHP aims to promote the well-being of its employees through life and work balance, and to reduce stress brought about by the daily activities in the workplace and the pandemic.

#### **II. VENUE SPECIFICATIONS**

The said activity shall be held within the **Beach Area of Cavite** with the following technical specifications:

##### **A. Availability**

The **venue for the activity** and **other amenities** related thereof including **parking space** must be available on **08 June 2024, from 8AM to 6PM.**

##### **B. Location and Site Condition**

###### **1. Accessibility**

The venue must be accessible to the main thoroughfare by public and/or private transport.

###### **2. Parking Space**

The venue must have sufficient parking space within the same location to accommodate participants' vehicles on **08 June 2024.**

##### **C. Neighborhood Data**

###### **1. Sanitation and Health Condition**

The venue must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health and sanitation standard required under Sanitation Code of the Philippines.

###### **2. Police and Fire Station**

The venue must be located in an area where police and fire station is readily accessible.

###### **3. Restaurant / Nearby Store / Dining Area**

Restaurants or nearby store must be available within the location of the venue, which can accommodate 250 pax.

#### **4. Banking / Telecommunication / Postal**

The venue must have telecommunication lines and accessible to telecommunication networks. Access to Wi-Fi must be provided during the entire period of the event without additional cost. Banks and financial institutions that offer ATM services should likewise within close proximity.

#### **D. Venue**

##### **1. Structural Condition**

The venue must be of sound structural condition. It must be conducive for the activity.

##### **2. Functionality**

###### **a. Conference Rooms**

Not required / not applicable

###### **b. Room Arrangement**

Not required / not applicable

###### **c. Light and Ventilation and Air Conditioning**

The venue must have ample lighting and ventilation

###### **d. Space Requirements**

The venue must be able to accommodate 250 pax

###### **e. Beach**

The venue must have its own beachfront safe for recreational activities such as swimming and other water sports activities.

###### **f. Pool Area**

The venue must have adult and kiddie pool.

##### **3. Facilities**

###### **a. Water supply and toilet**

The venue must be able to provide enough water supply to all its guests, including the use of all comfort rooms for the entire event.

###### **b. Lighting System**

The venue must have efficient lighting system.

###### **c. Elevators**

Not required/not applicable.

###### **d. Fire Escapes**

The venue must have emergency exits in place.

###### **e. Firefighting equipment**

The venue must have firefighting equipment (ie fire extinguisher, etc.) in place.

###### **f. Internet and Telecommunications**

The venue must have telecommunication lines and accessible to telecommunication networks. Access to Wi-Fi must be provided during the entire period of the event without additional cost.

###### **g. Audio Visual Equipment**

The venue must have an Audio / Visual Equipment in place.

##### **4. Other Requirements**

###### **a. Maintenance**

The venue must be well-maintained.

###### **b. Attractiveness**

The venue must be attractive and relaxing.

###### **c. Security**

The venue must be well-secured.

**5. Catering / Meal Services**

The following meals (for 250 pax) shall be included thereof for the whole duration of the activity:

- a. **Buffet Lunch**
- b. **AM Snacks**
- c. **PM Snacks**

**6. Client’s Satisfactory Rating**

The reviews for the venue on the social media or internet must be at least satisfactory.

**III. APPROVED BUDGET OF CONTRACT**

The Approved Budget of Contract (ABC) is **ONE HUNDRED SEVENTY FIVE THOUSAND FIVE HUNDRED PESOS ONLY (Php 175,500.00), inclusive of all government taxes and other fees and charges.**

**IV. MODE OF PROCUREMENT**

The mode of procurement shall be through **Alternative Methods of Procurement**, through **Negotiated Procurement-Lease of Real Property and Venue** as provided under Section **53.10** of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184.

**V. TERMS OF PAYMENT**

- Payment shall be made within fifteen (15) calendar days after the event has been successfully completed.
- Payment shall be made through the Agency’s Cheque.

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**Acknowledgement and Compliance with the Terms of Reference for Lease of Venue (One Day / Day Tour) and Meals for Two Hundred Fifty (250) Participants for the Conduct of Activity for the Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-Cluster 1 Employees**

|                                    |   |                             |
|------------------------------------|---|-----------------------------|
| Bidder’s Authorized Representative | : | _____                       |
| Designation                        | : | Signature over printed name |
| Name of Company                    | : | _____                       |
| Address:                           | : | _____                       |
| Contact No. / Email Address        | : | _____                       |