



Philippine Economic Zone Authority
CAVITE ECONOMIC ZONE
Rosario, Cavite

Reference No.	CEZRFQ 2023-03-15
Date	March 28, 2023

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 One Hundred Fifty (150) Participants For The Conduct Of Activity For The CEZ Mental Health Program During The Occasion Of The Family Day For PEZA-CEZ 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 One Hundred Fifty (150) Participants For The Conduct Of Activity For The CEZ Mental Health Program During The Occasion Of The Family Day For PEZA-CEZ Employees
Approve Budget for the Contract (ABC)	₱203,000.00
Venue	Batangas
Terms of Reference	Attached Annex B
Pre-Negotiation Meeting	April 3, 2023
Deadline of Submission	April 11, 2023, 3:00PM

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

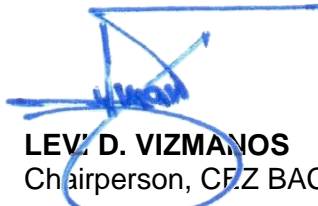
1)	Proof of Philgeps Registration / Philgeps Registration Number
2)	Valid and Current Mayor’s Business Permit / Municipal License
3)	BIR eFPS 1701Q – Quarterly Income Tax Return (ITR) – latest 2 quarters
4)	BIR eFPS 1701Q – Business Tax Returns regarding VAT or Percentage Tax – latest 6 months (combination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

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 and look for Ms. Rose S. Sugang or Ms. Jessica M. Itaas, Family Day Coordinator:

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


LEV D. VIZMANOS
Chairperson, CEZ BAC

ANNEX – A

TECHNICAL SPECIFICATIONS			
Project Name	Lease Of Venue (One Day / Day Tour) And Meals For One Hundred Fifty (150) Participants For The Conduct Of Activity For The CEZ Mental Health Program During The Occasion Of The Family Day For PEZA-CEZ Employees		
Request for Quotation No.	CEZRFQ 2023-03-15	Lot No.	1
Specification / Requirements		<u>STATEMENT OF COMPLIANCE</u> <i>(Note: Please write COMPLY or NOT COMPLY opposite each parameter of every item)</i>	
1. General Requirements:			
a) Event Date is on April 22, 2023			
b) Location: Beach Area in Batangas			
c) Guaranteed number of participants: 150 pax			
d) Free parking for participants' vehicles and buses			
2. Activity Venue:			
a) Counter <ul style="list-style-type: none"> ➤ Service provider shall set-up counters exclusive for PEZA, each with at least one (1) staff assigned. 			
b) Venue for Activities <ul style="list-style-type: none"> ➤ 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 (beach, pool, basketball, volleyball area, etc.), audio/video system, designated area for the group ➤ Access to Wi-Fi must be provided during the entire period 			
3. Meal / Food Requirement/s:			
➤ Buffet Lunch			
➤ AM Snacks			
➤ PM Snacks			

ANNEX – A

➤ 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 of Family Day Committee.	
➤ Actual Menu shall be subject to the approval of the Family Day Committee	

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

TERMS OF REFERENCE (TOR)

LEASE OF VENUE (ONE DAY / DAY TOUR) AND MEALS FOR ONE HUNDRED FIFTY (150) PARTICIPANTS FOR THE CONDUCT OF ACTIVITY FOR THE CEZ MENTAL HEALTH PROGRAM DURING THE OCCASION OF THE FAMILY DAY FOR PEZA-CEZ EMPLOYEES

GENERAL REQUIREMENTS

Event Date : April 22, 2023
Location : Beach Area in Batangas
Guaranteed number of participants: 150 pax
Free parking for participants' vehicles and buses

I. VENUE SPECIFICATIONS

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

A. Availability

The **venue for the activity** and **other amenities** related thereof including **parking space** must be available on **22 April 2023, 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 **22 April 2023.**

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 150 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 150 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 150 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.

II. 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.

III. AWARDING OF CONTRACT

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents:

- Proof of Philgeps Registration / Philgeps Registration Number
- Valid and Current Mayor's Business Permit / Municipal License
- BIR eFPS 1701Q – Quarterly Income Tax Return (ITR) – latest 2 quarters
- BIR eFPS 1701Q – Business Tax Returns regarding VAT or Percentage Tax – latest 6 months (combination of 2550M & 2550Q)
- Draft Contract

IV. APPROVED BUDGET OF CONTRACT

The Approved Budget of Contract (ABC) is **TWO HUNDRED THREE THOUSAND PESOS ONLY (Php 203,000.00)**, inclusive of all government taxes and other fees and charges.

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.

Acknowledgement and Compliance with the Terms of Reference for Lease of Venue (One Day / Day Tour) and Meals for One Hundred Fifty (150) Participants for the Conduct of Activity for the CEZ Mental Health Program During the Occasion of the Family Day for PEZA-CEZ Employees

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

Reference No.	CEZRFQ 2023-03-15
Date	March 28, 2023

**PRICE QUOTATION FORM (PQF)
(Bid Form)**

_____ Date

LEVI D. VIZMANOS

Chairperson, Bids and Awards Committee
1st 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 2023-03-15**, I/we _____ submit our quotation/s for the item/s as follows:

_____ *Business Name*

General Requirements
<p>Lease of Venue (One Day / Day Tour) and Meals for One Hundred Fifty (150) Participants for the Conduct of Activity for the CEZ Mental Health Program During the Occasion of the Family Day for PEZA-CEZ Employees</p> <p>Event Date : April 22, 2023 Location : Beach Area in Batangas Guaranteed number of participants: 150 pax Free parking for participants' vehicles and buses Audio Visual Equipment Catering / Meal Services</p> <p>The following meals (for 150 pax) shall be included thereof for the whole duration of the activity: Buffet Lunch / AM Snacks /PM Snacks</p>

Bid Amount	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. : _____