Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	HRD Div-2026-02-003
Date	30 January 2026

REQUEST FOR QUOTATION
Lease of Real Property and Venue [Sec. 35.9]

The Philippine Economic Zone Authority (PEZA) intends to undertake the **Lease of Real Property and Venue** in accordance with Sec. 35.9 of the Implementing Rules and Regulations of the Republic Act No. 12009.

Name of Project:	Procurement of Lease of Venue inclusive of meals and flowing coffee for the "HRDD Organizational Planning for CY 2026"
Description/Specifications:	Lease of Venue inclusive of meals and flowing coffee Delivery Date: 10 -11 February 2026 (8:00AM to 5:00PM) Venue: Function Hall/Room that can accommodate 32 persons TOTAL Number of PAX = 32 PAX AM Snacks – 32 PAX (must be available by 9:00 a.m.) Buffet Lunch – 32 PAX (must be available by 11:30 a.m.) PM Snacks – 32 PAX (must be available by 2:30 p.m.)
Approved Budget for the Contract (ABC):	PhP240,000.00
Deadline of Submission of Bids	6 February 2026, 10:00 a.m.

Interested bidders may submit their duly accomplished and filled-up Annexes "A" & "B" on or before the deadline of submission of bids to **Human Resource Development Department (HRDD) – Training Division, 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bids must be submitted manually or thru email 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) *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 which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact **HRDD – Training Division at telephone nos. (02) 8551 3451 local/s 272 or email trainingdivision@peza.gov.ph**

JOY ANNE G. NAVALON
Department Manager III, HRD Department

10F, DoubleDragon Center WEST Bldg., DD Meridian Park, Macapagal Ave., Pasay City
(02) 8551-3451 / 8551-3438 info@peza.gov.ph www.peza.gov.ph
THE PHILIPPINES MAKE IT HAPPEN
Certificate No PHP QMS 20 93 0042
BAGONG PILIPINAS

RFQ No.	HRD Div-2026-003
Date	30 January 2026

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

JOY ANNE G. NAVALON
Department Manager III, HRD Department
Philippine Economic Zone Authority
9th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal AvenuePasay City.

Dear Sir/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:

Item No.	Description	*(A) Quantity*	*(B)* Unit Price	*(A x B)* Total Bid Price (PhP)
1	Lease of Venue inclusive of meals and flowing coffee Delivery Date: 10 - 11 February 2026 (8:00AM to 5:00PM) Venue: Function Hall/Room that can accommodate 32 persons TOTAL Number of PAX = 32 PAX AM Snacks – 32 PAX (must be available by 9:00 a.m.) Buffet Lunch – 32 PAX (must be available by 11:30 a.m.) PM Snacks – 32 PAX (must be available by 2:30 p.m.)			

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.

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Annex "B"

Technical Specifications

Quantity	Description	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY")
	1. **Title of Activity: Procurement of Lease of Venue inclusive of meals and flowing coffee for the "HRDD Organizational Planning for CY 2026"** 2. **Delivery Date: 10 - 11 February 2026 (8:00AM to 5:00PM)** Venue: Function Hall/Room that can accommodate 32 persons TOTAL Number of PAX = 32 PAX AM Snacks – 32 PAX (must be available by 9:00 a.m.) Buffet Lunch – 32 PAX (must be available by 11:30 a.m.) PM Snacks – 32 PAX (must be available by 2:30 p.m.) 3. **Menu:** AM Snacks Buffet Lunch PM Snacks 4. **Function Hall/Room Set up:** 10 February 2026 (1st day) – PLENARY 11 February 2026 (2nd day) – provide one separate meeting room good for 6 PAX or sectionalized the Function Hall/Room with a wall partition/divider Flowing coffee, water and drinks shall be provided inside the Function Hall/Room 5. **Payment Terms:** Payment will be made 15 working days after receipt of billing statement, and complete documents. 6. **Please refer to the attached Terms of Reference for details and compliance.**	

Authorized Signatory: _____
(Signature over Printed Name)

Date : _____

RFQ No.	HRD Div-2026-003
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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 or thru email at the following address;
  - **Manually** : HRDD – Training Division, 9th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City.
  - **Email:** trainingdivision@peza.gov.ph

- Delivery **Date/Period**: 10 - 11 February 2026, (8:00 a.m. to 5:00 p.m.)
  AM Snacks – 32 PAX (must be available by 9:00 a.m.)
  Buffet Lunch – 32 PAX (must be available by 11:30 a.m.)
  PM Snacks – 32 PAX (must be available by 2:30 p.m.)

- **Terms of Payment**: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement and complete documents.

- Winning Bidder must provide/deliver the items/services to the venue stated in the Terms of Reference.

- In case the deadline for the submission of bids/quotations is declared as a non-working holiday, it shall automatically be moved to the next working day.

ANNEX "B"

TERMS OF REFERENCE

PROCUREMENT OF LEASE OF VENUE INLCUSIVE OF MEALS, AND FLOWING COFFEE FOR THE HRDD ORGANIZATIONAL PLANNING FOR CY 2026

		Statement of Compliance (State whether "comply" or "not comply")
I	**TITLE OF ACTIVITY**	
	Procurement of Lease of Venue inclusive of meals, and flowing coffee for the HRDD Organizational Planning For CY 2026	
II	**BACKGROUND**	
	The PEZA - Human Resource Development Department (HRDD) shall conduct its Organizational Planning This is an essential activity designed to enhance collaboration, ensure strategic alignment, and build capacity among participants. This two-day event will provide a platform to assess the accomplishments of the past year, identify challenges, and set actionable goals for the year. Additionally, it will encourage teamwork and knowledge sharing through cooperative learning activities in a supportive and inspiring environment.	
III	**PURPOSE/OBJECTIVE**	
	To provide an appropriate venue, high-quality and tasty meals (breakfast, lunch and snacks) for the conduct of a two-day planning workshop on **10 and 11 February 2026** for the selected PEZA officers/staff **(32 pax).**	
IV	**QUALIFICATIONS**	
	The following shall be eligible to participate in the bidding for the Procurement of Service Provider for the Lease of Venue and Meals (Lunch and Snacks) for the HRDD 2026 Organizational Planning a.) Duly licensed Filipino citizens/sole proprietorships; b.) If a partnership duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; c.) If a corporation, duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines d.) Has proven capability and track record in the food/banquet industry for the last four (4) years. e.) Holder of valid business license/s issued by relevant government agencies. f.) Duly registered with the Philgeps. g.) The venue must have a minimum satisfactory rating on social media platforms or other online reviews to ensure quality service.	

V	**APPROVED BUDGET FOR THE CONTRACT (ABC)**	
	The price quotation shall not exceed the **Approved Budget for the Contract (ABC) amounting to Two Hundred Forty Thousand in Philippine Currency (Php 240,000.00), including 12% VAT and all other applicable government taxes and service charges.** Any bid beyond ABC will automatically be disqualified.	
VI	**TECHNICAL SPECIFICATIONS**	
	A. AVAILABILITY AND QUANTITY i. The venue and its related amenities, including parking facilities, must be available on the dates of the planning workshop on **10 and 11 February 2026** ii. Must be able to accommodate at least 32 Persons.	
	B. LOCATION AND SITE CONDITION i. The venue should be within Metro Manila. It should be highly accessible to all participants with appropriate meeting /function rooms and adequate facilities. ii. The venue must provide at least **5** parking slots free of charge to accommodate cars/ vehicles of participants and PEZA. iii. Parking space must be within walking distance from the venue. If the parking space happens to be farther, the venue must provide a free shuttle service to the participants to the venue and vice versa.	
	C. NEIGHBOURHOOD i. ***Sanitation and Health Conditions*** - Must be 35 to 45 minutes away from Hospitals/ Clinics ii. ***Police and Fire Station*** - Must be 35 to 45 minutes away from Police and Fire Station iii. ***Banking and Commercial Establishments*** - Must be 35 to 45 minutes away from Banking and Commercial Establishment.	
	D. VENUE	
	I. Structural Condition - The venue must be structurally sound and conducive to the activities.	
	II. Functionality	
	Conference Rooms - Must be clean, sanitized, and well-maintained. - Must have adequate air-conditioning/ventilation, lighting, and power supply. - Must accommodate the expected number of participants in a comfortable set-up (e.g., classroom, roundtable, U-shape). - Provision of tables, chairs, registration table, linens, serving equipment, whiteboard or flipchart, whiteboard markers, and other basic	

	workshop supplies (notepads, pens, paper, etc.). - Free use of electrical outlets and extension cords inside the function room. - Provision for breakout room good for 6 persons	
	III. Facilities	
	a. Water supply and toilet - Water must be available all the time on designated areas (comfort rooms for both common areas and private rooms) - Drinking water must be provided at the function area	
	b. Lighting System - The facility must have a lighting system, including the rooms and its common areas	
	c. Elevator/Stairs - Must have available elevators for structures of fifth stories up - Stairway must be well-lighted and safe to access	
	d. Fire escapes/ Emergency exits - Must have a fire escape or emergency exit plan with visible signages	
	e. Emergency and Fire Safety Plan and Equipment - Must have available fire extinguisher per room and other fire safety equipment as per the National Building Code of the Philippines	
	f. Internet and Telecommunication - Has high-speed internet services/WI-FI connection in the function room/s, designated Secretariat area, and in public areas/lobby within the venue; - Telephone Communication device must be available in conference room	
	g. Audio Visual Equipment - Availability of essential A/V equipment, including: Wireless - microphones or lapel microphones, microphone stand(s), - LED/LCD projector and wide screen, extension cords and HDMI/VGA cables - Technical staff must be available to assist during sessions	
	IV. Other Requirements	
	a. Maintenance - Regular sanitation in all common and function room areas - Accessible and regularly cleaned restrooms - Well-maintained facilities and standby maintenance personnel	
	b. Attractiveness - Must be visually attractive	
	c. Security	

	- The venue must be well-guarded to ensure the safety of participants and personal properties owned by PEZA and its employees, including its service vehicle.	
	d. Provision of a designated space near the function room for the Secretariat. Availability of support staff to assist with Secretariat and participant needs;	
	e. No additional charges for brought-in equipment such as laptops, printers, projectors, and other workshop materials;	
	V. Catering Services	
	1. Free-flowing coffee and tea, with mints/candies/mixed nuts along with the provision of a water station, will be available throughout the duration of the function/activity. 2. Be able to offer varied and quality food options for the two-day planning workshop that meet dietary needs and preferences of the participants, specifically: a) Morning and Afternoon Snacks b) Buffet lunch (soup, rice, appetizers/salad bar, at least 3-main course options including choices from chicken, pork, beef, fish/seafoods); c) At least 1 Dessert and fruit platter; and d) Beverages – at least 1 round of juice or iced tea ***The winning bidder must send 3 menus for each category at least 1 day before the event.***	
	Clients Satisfactory Rating/Review	
	The venue must have a satisfactory rating of at least 80% or 3.5 stars from clients from online or reliable review sources.	
VII	**IMPLEMENTATION SCHEDULE**	
	The Implementation Schedule shall be based on the agreed-upon date by the Human Resource Development Department (PEZA End-User Unit) and Supplier/Provider, as evidenced by a signed Implementation schedule.	
VIII	**SCHEDULE OF PAYMENT**	
	Completion of Payment - Within 15 days upon receipt of formal letter request, Billing Statement/Statement of Account subject to complete documentary requirements and accounting rules. - Must have satisfactorily delivered the goods/services required in the contract, evidenced by a Certificate of Completion and Acceptance	
IX	**Force Majeure/Fortuitous Event and Cancellation/Termination**	
	In case of a fortuitous event and "force majeure" that may prevent the Planning Workshop from proceeding as scheduled, PEZA and Service Provider shall discuss and agree on an alternate date. If within seven (7) days after	

	notice by either PEZA or Service Provider of the "force majeure", both Parties cannot agree on an alternative arrangement, either PEZA or Service Provider may terminate this Agreement by written notice. If mutually agreed, the Workshop may be rescheduled once, at no additional lease payment, to occur within ninety (90) days of the originally scheduled date. The Service Provider shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Service Provider's delay in performance or other failure to perform its obligations under the Contract is the result of a force majeure. For purposes of this TOR, the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which both Parties could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Service Provider. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, earthquakes, typhoons, fires, floods, epidemics, pandemic, quarantine restrictions, freight embargoes, and venue destruction or closure.	
X	**OTHERS**	
	All other terms and conditions not specified in this Technical Specification shall be guided by the Implementing Rules and Regulations of RA 12009	

By affixing my signature below, I am confirming our compliance with the Terms of Reference. I further certify that such compliance is true and correct; otherwise, if found to be false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Further, we undertake, if our quotation is accepted, to perform the service in accordance with the Terms of Reference.

Name: _____
Legal Capacity: _____
Signature: _____
Duly authorized to sign for and in behalf of: _____
Date: _____

ANNEX "B"

TABLE OF RATING FACTOR FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	**100**	
II.	Location and Site Condition	**100**	
	1. Accessibility	*(50)*	
	2. Parking Space	*(50)*	
III.	Neighborhood Data	**100**	
	1. Sanitation and Health Condition	*(25)*	
	2. Police and Fire Station	*(25)*	
	3. Restaurant	*(25)*	
	4. Banking and Postal	*(25)*	
IV.	Venue	**100**	
	1. Structural Condition	*(20)*	
	2. Functionality		
	a. Conference Room	*(10)*	
	b. Room Arrangement	*(5)*	
	c. Light, ventilation, and Air Conditioning	*(5)*	
	d. Space Requirement	*(5)*	
	3. Facilities		
	a. Water Supply and Toilet	*(5)*	
	b. Lighting System	*(5)*	
	c. Fire Escapes	*(5)*	
	d. Firefighting Equipment	*(5)*	
	e. Internet and Mobile Network	*(5)*	
	f. Audio Visual Equipment	*(5)*	
	4. Other Requirements		
	a. Maintenance	*(5)*	
	b. Attractiveness	*(5)*	
	c. Security	*(5)*	
	5. Catering Services	*(5)*	
	6. Client's Satisfactory Rating	*(5)*	

	RATING FACTORS	WEIGHT (%)	RATING
I	Availability	X (.50)	
I	Location and Site Condition	X (.10)	
III.	Neighborhood Data	X (.05)	
IV.	Venue	X (.35)	
	FACTOR VALUE		

A bid is determined to be responsive if it **is equal to or higher than the 85%.**

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Annex "C"

Terms and Conditions

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