Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	BAC 2024-07
Date	26 July 2024

REQUEST FOR QUOTATION
Alternative- Lease of Venue

The Philippine Economic Zone Authority (PEZA) intends to undertake Negotiated Procurement for the Project in accordance with Section 53.10 (Negotiated Procurement-Lease of Real Property and Venue) of the 2016 Revised Implementing Rules and Regulations of the Republic Act no. 9184.

Name of Procurement Project	**Lease of Venue and provision of food and transportation for Three Hundred Fifty (350) Participants for the Conduct of Family Day for PEZA Head Office Employees**
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php 924,750.00
Deadline of Submission of Bid:	**August 2, 2024 10:00AM**

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, 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K Note: o For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; o 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)*
✓	Annual Income Tax Return Note: o **Latest Income Tax Return filed via eFPS** (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) **or** o **Latest Business Tax Return filed via eFPS** (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)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact **Bids and Awards Committee Secretariat at 8551-3451 loc. 200/338 or send us an email at bacsec@peza.gov.ph**

ANIDELLE JOY M. ALGUSO
BAC Chairperson

RFQ No.	BAC 2024-07

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. ANIDELLE JOY M. ALGUSO
BAC Chairperson
PHILIPPINE ECONOMIC ZONE AUTHORITY
8th Floor Double Dragon Center, West Building,
Macapagal Blvd. Pasay City

Thru: BAC Secretariat

Dear Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followedInstructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

No.	Description	Total Bid Price
1 Lot	**Lease of Venue (including activities, meals and transportation services) for the 2024 PEZA Family Day** Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	**PhP**
	Total	

BUSINESS NAME : _____
ADDRESS : _____

PHILGEPS REG. NO. : _____
BIR TIN No. : _____
AUTHORIZEDSIGNATORY: _____
Signature Over Printed Name

DATE : _____
CONTACT NO. : _____
EMAIL ADDRESS: : _____

INSTRUCTIONS:

(1) Accomplish this RFQ 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"

PROJECT TITLE: Lease of Venue and provision of activities, food and transportation for Three Hundred Fifty (350) Participants for the Conduct of 2024 Family Day for PEZA Head Office Employees

I. RATIONALE

The Philippine Economic Zone Authority - Head Office (PEZA-HO) is organizing a Family Day celebration for its employees and their families on August 10, 2024 (Saturday). This event aims to strengthen employee morale, promote work-life balance, and foster a sense of community within the organization. To maximize attainment of the objectives of the event, an external provider will be contracted aligned with the terms and conditions.

II. OBJECTIVES

1. **To Provide a Memorable Family Day Experience**: The primary objective is to organize a Family Day celebration that offers a memorable experience for PEZA-HO employees and their families.
2. **To Promote Employee Engagement and Well-being**: By involving employees' families in a fun-filled day, the event aims to enhance engagement and support the overall well-being of employees.
3. **To Recognize and Appreciate Employee Contributions**: The Family Day celebration serves as a platform to recognize and appreciate the dedication and hard work of PEZA-HO

INSTRUCTIONS: Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification in the allotted section together with the applicable relevant document.

	Statement of Compliance (State whether "COMPLY" or "NOT COMPLY"
III. GENERAL REQUIREMENTS a. **Target Event Date:** August 10, 2024 b. **Location:** Amusement or Themed Park within CALABARZON or Central Luzon c. **Guaranteed number of participants:** 350 pax d. With available parking for participant's vehicles and buses	
IV. APPROVED BUDGET FOR CONTRACT The Approved Budget of Contract (ABC) is **NINE HUNDRED TWENTY-FOUR THOUSAND SEVEN HUDNRED FIFTY PESOS ONLY (PHP 924,750.00), inclusive of all government taxes and other fees and charges.**	

V. SCOPE OF SERVICES The service provider should be able to provide the activity venues and facilities/amenities, meals and transportation services with the following specifications.	
VI. INCLUSIVE DATE: 10 August 2024, Saturday (Day Tour)	
VII. LOCATION AND SITE CONDITION: Amusement Park must be suitable and capable of accommodating maximum 400 participants from Philippine Economic Zone Authority for a full-day event. a) Travel time should be by land and within 2 hours from PEZA Head Office located at Double Dragon Center, Macapagal Blvd. Pasay City; b) There should be police stations, hospitals and fire stations located within (12) km away from the venue; c) Minimum guaranteed number of persons: 350 pax; d) Can accommodate at least 350 pax with an open space area; e) Covered registration area at the front gate; f) Program Host/s and Ushers; g) Complimentary VIP Parking Spaces; h) Welcome Banner; i) The service provider shall provide venue for various attractions, facilities and services during the duration of the event within the facility itself; j) Available/Usable audio/video system; k) The venue must have its own safe open area for the games and activities; l) The venue has its own facilitator/program for the games and activities; m) The venue offers variety of food concessioners that's serves quality and freshness meal; n) Enough Parking Space for the Buses; o) Well maintained Comfort Rooms.	
VIII. ACTIVITIES AND ENTERTAINMENT: Provision of appropriate activities and entertainment suitable for families and children.	
IX. MEALS AND REFRESHMENTS: Arrangement to various food concessioner services to provide meals (lunch and snacks) for all participants during the event by distributing food stubs before the activity. • Lunch and Snacks (will be served by issuing Meal Coupon or similar form of voucher)	

- Food and consumables must be ensured of quality and freshness

X. LOGISTICS AND COORDINATION: Manage logistics including transportation arrangements (if necessary), on-site coordination, and any other logistical requirements to ensure the smooth flow of the event

XI. SAFETY AND SECURITY: Ensure that all activities and facilities provided by the amusement park meet safety standards and protocols.

XII. FACILITIES AND EQUIPMENT

Item	Requirement
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.
Lighting System	The venue must have efficient lighting system.
Elevators	Not required/not applicable.
Fire Escapes	The venue must have emergency exits in place.
Firefighting equipment	The venue must have firefighting equipment (i.e., fire extinguisher, etc.) in place.
Audio Visual Equipment	The venue must have an Audio / Visual Equipment in place.

XIII. Neighborhood Data

Item	Requirement
Sanitation and Health Condition	Comfort rooms, dining areas, and other sanitary facilities, including proper garbage facilities are provided, properly maintained, and are compliant with the health and sanitation standard required under Sanitation Code of the Philippines.
Police and Fire Station	The venue must be located in an area where police and fire station are readily accessible.
Restaurant / Nearby Store / Dining Area	Restaurants, dining area or nearby store must be available within the location of the venue, which can **accommodate 400 pax.**
Banking / Telecommunication / Postal	The venue must have telecommunication lines and accessible to telecommunication networks. Banks and financial institutions that offer ATM services should likewise be within close proximity.

XIV. Transportation Services

a. The Service Provider should be able to provide transportation service for the 2024 PEZA Family Day with the following specifications:

- Minimum number of passengers is 135 pax
- Travel Date: 10 August 2024 (Saturday)
- Package Type: Pick-up and Drop-Off
- Fully air-conditioned tourist bus
- With maximum capacity of 45 pax (excluding driver) per bus
- Equipped with functional audio and video system
- Package includes (Driver's Fee, Driver's Meals, Fuel, Toll fees and Passenger Insurance)

b. Pick-up and Drop Off Requirements

i. Pick-up on 10 August 2024 at 8:00 in the morning. The transportation service shall arrive at the PEZA Head office located at Double Dragon Center West building in Macapagal Blvd., Pasay City.

ii. Drop-off on 10 August 2024 at 6:00 in the evening to PEZA Head Office located at Double Dragon Center West building in Macapagal Blvd., Pasay City.

iii. PEZA and Service Provider shall agree on the designated stop-overs during the travel from PEZA Head Office to the venue and vice versa.

iv. Alternate drop-off point may be arranged as may be agreed upon by both parties

v. The Service Provider shall submit the information on the designated drivers and bus Services to PEZA on or before 05 August 2024, as follows:

Bus Service	Designated Driver
• Bus Number • Plate Number • Copy of OR/CR	• Complete Name • Contact Information • Copy of Driver's License

vi. The service Provider shall be held liable of any accidents or untoward incidents which Occurred due to negligence of the driver/s and/or the Service Provider.

vii. In case of breakdown, the company shall immediately provide a substitute similar vehicle.	
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	
VI. DOCUMENTARY REQUIREMENTS • Proof of Philgeps Registration / Philgeps Registration Number • Valid and Current Mayor's Business Permit / Municipal License • BIR eFPS 1701Q – Quarterly Income Tax Return (IRT) – latest 2 quarters • BIR eFPS 1701Q – Business Tax Returns regarding VAT or Percentage Tax – latest 6 months (combination of 2550M & 2550Q)	

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

ANNEX "C" Terms and Conditions		
I.	**SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	• 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 • Copy of Proposal, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually** : BAC Secretariat, 8th floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City
III.	**DELIVERY PERIOD**	Delivery Period: **August 10, 2024, or the rescheduled date** upon receipt of NTP/ Contract/ PO/ WO (Set-up must be made day before the event)
IV.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.
V.	**DELIVERY LOCATION**	Winning Bidder must deliver the items/services to the following address: o 8th floor, PEZA Auditorium, DoubleDragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City **or** on the agreed location as stated in the *Annex B* of this *RFQ*