RFQ No.	ERSSG-2024-04-01
Date	05 April 2024

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value Procurement** in accordance with **Sec. 53.9** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Procurement Project	Procurement of Venue and Accommodation for the Strategic and Operational Planning inclusive of managed buffet for Breakfast, Lunch and AM & PM Snacks for 35 Pax for 4 days & 3 nights
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php 330,000.00
Deadline of Submission of Bid:	**11 April 2024 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 **Enterprise Regulations and Support Services Group, 9thFloor 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:
  - 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)*
- ✓ Annual Income Tax Return
  Note:
  - **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**
  - **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 **ERSSG at (02) 8551-3451 loc. 413 or email us at Vincent.sy@peza.gov.ph / erd@peza.gov.ph**

ATTY. ROSS VINCENT S. SY
Group Manager
Enterprise Regulations and Support Services Group

RFQ No.	ERSSG-2024-04-01

Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

ATTY. ROSS VINCENT S. SY
Group Manager
Enterprise Regulations and Support Services Group
9th Floor Double Dragon Center, West
Building, Macapagal Blvd.Pasay City

Dear **Sir**:

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:

No.	Description	Total Bid Price
1 Lot	Procurement of Venue and Accommodation for the Strategic and Operational Planning inclusive of managed buffet for Breakfast, Lunch and AM & PM Snacks for 35 Pax for 4 days & 3 nights Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

COMPANY/SHOP NAME : _____
ADDRESS : _____

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

DATE : _____
CONTACT NO. : _____
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.

Annex B

LEASE OF VENUE

PEZA ERSSG STRATEGIC AND OPERATIONAL PLANNING 2024

Instructions: *Bidders must indicate whether they "Comply" or "Not Comply" with each specification's requirements, along with the page number of the relevant document.*

		Statement of Compliance (State whether "comply" or "not comply")
I	**TITLE OF ACTIVITY**	
	PEZA ERSSG Strategic and Operational Planning 2024	
II	**BACKGROUND**	
	The PEZA - Enterprise Regulations and Support Services Group will be conducting its Strategic and Operational Planning for 2024. The Strategic and Operational Planning aims to set the goals and objectives of the Group to that would align with the vision and mission of PEZA. It is also intended to develop the action plans that provides for the strategies in achieving the said goal and objectives. To achieve the abovementioned initiatives, the ERSSG identified the necessity of procuring the venue for the said program.	
III	**PURPOSE/OBJECTIVE**	
	The ERSSG is expected to undertake the following: a. Provide an extensive overview of the functions of the Group and the Divisions under ERSSG b. Update and cascade the deliverables of the Group for the period July 2024 to June 2025 based on the Strategic Roadmap of the Agency c. Streamline documentary requirements and procedures of the Group d. Review of the Risk/Opportunities Register e. Prepare of Evaluator's Manual f. Prepare and Review of Critical Policies	
IV	**QUALIFICATIONS**	
	The following shall be eligible to participate in the bidding for the supply of goods/services: 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.) The External Provider shall likewise be engaged in the business of Lease of Venue for Corporate Events within three (3) years from submitting and receiving bids. The same shall submit a contract similar to the Project amounting to at least fifty percent (50%) of the ABC.	
V	**APPROVED BUDGET FOR THE CONTRACT (ABC)**	
	PEZA shall offer all prospective bidders the Lease of Venue for the PEZA ERSSG Strategic and Operational Planning 2024. The price quotation shall not exceed the Approved Budget for the Contract (ABC) amounting to more or less Three Hundred and Thirty Thousand Pesos (Php 330,000.00), including 10% provision for contingency fund, 12% VAT and all other applicable government taxes and charges. Any bid beyond ABC will automatically be disqualified.	
VI	**TECHNICAL SPECIFICATIONS**	
	A. AVAILABILITY AND QUANTITY i. Must be available on the identified dates for the Office Planning (4 days and 3 Nights) ii. Must be able to accommodate at least 35 Persons	
	B. LOCATION AND SITE CONDITION i. Situated within a 150 km radius and estimated travel time of not more than four (4) hours from PEZA Head Office, Double Dragon Center West DD Meridian Park Macapagal Ave., Pasay City ii. Must have an open area for applicable learning activity/program iii. Must have free parking spaces for PEZA service and authorized employee vehicles; iv. 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 Establishments	
	D. VENUE i. Structural Condition – Facilities/Amenities to be used must have structural integrity	
	ii. Functionality a. Conference Rooms	

		– The venue must have a conducive function hall for at least thirty-five (35) persons; has a working sound system with microphone and projector screen; – The venue should arrange a table and seating set up appropriate to the seminar/workshop; – The function hall must be well-ventilated and well-lighted; – The function hall should have a nearby restroom – The function hall should have available drinking water and paper cups b. Room arrangement – The rooms must be air-conditioned rooms with triple, quadruple, or quintuplet sharing beds and basic toiletries for at least thirty-five (35) participants – The rooms must have clean beddings free from bugs and pests c. Light, ventilation, and air conditioning – All selected rooms must have adequate lighting and ventilation	
	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
- Must have available internet connection in each room and common areas
- Telephone Communication device must be available in each room

iv. Other Requirements

a. Maintenance
- 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.

v. Catering Services
- Must be able to meet catering requirements for the following:

DAY	MEALS
Day 1	Dinner - (Buffet)
Day 2	Breakfast, AM Snack, Lunch, PM Snack and Dinner - (Buffet)
Day 3	Breakfast, AM Snack, Lunch, PM Snack and Dinner - (Buffet)
Day 4	Breakfast, AM Snack, and Lunch (Buffet)

vi. 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 ERSSG (PEZA End-User Unit) and Supplier/Provider, as evidenced by a signed Implementation schedule.

VIII SCHEDULE OF PAYMENT

a. Advance payment of 50%
- A single advance payment not to exceed fifty percent (50%) of the contract amount shall be allowed for this activity following Section 4.3, Annex D of RA 9184.
- The Supplier must provide a letter request and Billing statement or Statement of Account to process the advance payment.

b. 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	**TERMINATION OF CONTRACT**	
	Termination of Contract shall follow Annex I of the Revised Implementing Rule and Regulation of RA 9184 as applicable.	
X	**OTHERS**	
	All other terms and conditions not specified in this Technical Specification shall be by the Implementing Rules and Regulations of RA 9184	

Suppliers Conforme:

Authorized Representative :

: _____
Signature Over Printed Name

Date : _____

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)	
II.	Location and Site Condition	X (.10)	
III.	Neighborhood Data	X (.05)	
IV.	Venue	X (.35)	
	FACTOR VALUE		

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 Forms (Annexes A and B) manually or at the following address;

  Manually: 9th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: **On the specified schedule at Annex B or the rescheduled date** upon receipt of NTP/ Contract/ PO

- Terms of Payment: Refer to Annex B for specific details