



Philippine Economic Zone Authority
CAVITE ECONOMIC ZONE
Rosario, Cavite

Reference No.	CEZRFQ 2024-06-24
Date	June 4, 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 One Hundred Fifty (150) Participants for the Conduct of Activity for the Cluster 1 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 Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-CEZ Employees
Approve Budget for the Contract (ABC)	₱109,500.00
Venue	Beach Area of Cavite
Terms of Reference	Attached Annex C
Pre-Negotiation Meeting	June 6, 2024
Deadline of Submission	June 10, 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 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 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 2024-06-24
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ANNEX – A
PRICE QUOTATION FORM (PQF)
(Bid Form)

Date

MS. JESSICA M. ITAAS
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 2024-06-24**, I/we _____ submit our quotation/s for the item/s as follows:

Business Name

No.	General Requirements
1 Lot	Lease of Venue (One Day / Day Tour) and Meals for One Hundred Fifty (150) Participants for the Conduct of Activity for the Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-CEZ Employees Event Date : June 15, 2024 Location : Beach Area of Cavite

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. : _____

ANNEX – B

TECHNICAL SPECIFICATIONS			
Project Name	Conduct of Activity for the Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-CEZ Employees Lease of Venue (One Day / Day Tour) and Meals for One Hundred Fifty (150) Participants for the		
Request for Quotation No.	CEZRFQ 2024-06-24	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) Target Event Date is June 15, 2024			
b) Location: Beach Area of Cavite			
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, audio/video system, designated area for the group ➤ Access to Wi-Fi must be provided during the entire period ➤ The venue must have its own safe open area for team building activities. ➤ The venue has its own facilitator / program for the team building activities. 			
3. Meal / Food Requirement/s:			
➤ 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)

Lease of Venue (One Day / Day Tour) and Meals for One Hundred Fifty (150) Participants for the Conduct of Activity for the Cluster 1 Mental Health Program During the Occasion of the Family Day for PEZA-CEZ 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 **15 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 **15 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 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.

III. APPROVED BUDGET OF CONTRACT

The Approved Budget of Contract (ABC) is **ONE HUNDRED NINE THOUSAND FIVE HUNDRED PESOS ONLY (Php 109,500.00), 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.

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 Cluster 1 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	:	_____