Republic of the Philippines

PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	PPRG-24-10-11
Date	October 11, 2024

REQUEST FOR QUOTATION
Negotiated Procurement-Lease of Real Property and Venue [Sec 53.10]

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

Name of Project	**Lease of Venue for the Philippine Investment Forum-Taipei**
Description/Specifications	**Attached Annex "B"**
Approved Budget for the Contract (ABC)	**Php 350,000.00**
Deadline of Submission of Bid	**October 14, 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 through email at brett.surell@peza.gov.ph.

Bids must be submitted together with the followingdocumentary requirements:

✓	**Mayor's/Business Permit or PhilGEPS Platinum Membership Certificate**
✓	**PhilGEPS Registration Number** (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
✓	**Income Tax Returns**

Award of contract shall be given to the lowest calculated and responsive bidder per item which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact Promotions and Public Relations Group at 8551-3451 loc. 631 or email Mr. Nasser Bansao and Mr. Brett Andrew Surell at nasser.bansao@peza.gov.ph. and brett.surell@peza.gov.ph

B PHILIP TEOMAR A. RADIN
Acting Division Chief, IPD

RFQ No.	PPRG-24-10-11

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MR. B PHILIP TEOMAR A. RADIN
Acting Division Chief, Investment Promotions Division
Philippine Economic Zone Authority (PEZA)
8th Floor, DoubleDragon Center West Building, DD Meridian Park,
Macapagal Ave., Pasay 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:

Description	Bid Price (PHP)
Lease of Venue for the Philippine Investment Forum-Taipei *(Please refer to Annex B for the complete specification / reference. Bid price must be inclusive of VAT and other charges)*	Php
	(Inclusive of VAT)

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.

Annex "B"

Technical Specifications

Lease of Venue

Name of the Function: Philippine Investment Forum: Economic Briefing and Opportunities for Taiwan Companies

Date of Function: October 22, 2024

Event Proper/ Time: 01:00 – 04:30 PM Onwards

Venue: Taipei, Taiwan

Minimum Guaranteed No. of Person: 120 – 150 pax

A. Set-Up

Date	Start Time	End Time	Function	Set-up	No. of PAX
Tuesday, October 22, 2024	1:30 PM	4:30 PM	Forum	Classroom	120
	6:00 PM	10:00 PM	Dinner	Banquet	24

- **Technology and Communications Equipment**
  - Complimentary wireless internet
  - Complimentary three wireless microphones
  - Complimentary two sets of LCD projector and 150" screen
- **Conference Amenities including writing pads, pens, candies, and water**
- **Dedicated butler/staff**

B. Food and Beverage Arrangements

- **Coffee or Tea**
- **Dinner Set Menu**

C. Mode of Payment

1. Send bill
2. Price inclusive of all taxes and charges

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 electronically at the following email address:

  Electronically: brett.surell@peza.gov.ph

- Delivery Period: **October 22, 2024**

- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales / Billing Statement / Wire Transfer.