Philippine Economic Zone Authority
CAVITE ECONOMIC ZONE
Rosario, Cavite

Reference No.	CEZRFQ 2024-05-21
Date	May 20, 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 Seventy-Four (74) Participants for The Conduct of Values Formation and Team Building Activities 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 Seventy-Four (74) Participants for The Conduct of Values Formation and Team Building Activities For PEZA-CEZ Employees**
Approve Budget for the Contract (ABC)	₱111,000.00
Venue	Cavite
Terms of Reference	Attached Annex C
Pre-Negotiation Meeting	May 24, 2024
Deadline of Submission	May 28, 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**

MS. JESSICA M. ITAAS
Chairperson, CEZ BAC

Reference No.	CEZRFQ 2024-05-21
Date	May 20, 2024

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 2024-05-21**, 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 Seventy-Four (74) Participants for The Conduct of Values Formation and Team Building Activities For PEZA-CEZ Employees** Event Date : June 2024 Location : Within the 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	**Lease of Venue (One Day / Day Tour) And Meals for Seventy-Four (74) Participants for The Conduct of Values Formation and Team Building Activities For PEZA-CEZ Employees**		
Request for Quotation No.	CEZRFQ 2024-05-21	Lot No.	1
Specification / Requirements		**STATEMENT OF COMPLIANCE** *(Note: Please write **COMPLY** or **NOT COMPLY** opposite each parameter of every item)*	
1. General Requirements:			
a) Target Event Date is **June 2024**			
b) Location: Area of Cavite			
c) Guaranteed number of participants: 74 pax			
d) Free parking for participants' vehicles and buses			
2. Activity Venue:			
a) Counter ➢ Service provider shall set-up counters exclusive for PEZA, each with at least one (1) staff assigned.			
b) Venue for Activities ➢ 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:			
➢ 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 Seventy-Four (74) Participants for The Conduct of Values Formation and Team Building Activities For PEZA-CEZ Employees

I. VENUE SPECIFICATIONS

The said activity shall be held within the **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 in **June 2024**, from 08:00 AM to 05:00 PM.

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 in **June 2024**.

C. 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 74 pax.**
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 be within close proximity.

D. Venue

1. Structural Condition

The venue must be of sound structural condition and must be conducive for the activity.

2. Functionality

Item	Requirement
Conference Rooms	Not required / not applicable
Room Arrangement	Not required / not applicable
Light and Ventilation and Air Conditioning	The venue must have **ample lighting and ventilation**
Space Requirements	The venue must be **able to accommodate 74 pax**
Open Area	The venue must have its **own safe open area for team building activities.**
Facilitator	The venue has its own facilitator for the team building activities.

3. Facilities

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.
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.
Audio Visual Equipment	The venue must have an Audio / Visual Equipment in place.

4. Other Requirements

Item	Requirement
Maintenance	The venue must be well-maintained.
Attractiveness	The venue must be attractive and relaxing.
Security	The venue must be well-secured.

5. Catering / Meal Services

The following meals (for 74 pax) shall be included thereof for the whole duration of the activity:

a. **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.**

II. APPROVED BUDGET OF CONTRACT

The Approved Budget of Contract (ABC) is **ONE HUNDRED ELEVEN THOUSAND PESOS ONLY (PHP 111,000.00), inclusive of all government taxes and other fees and charges.**

III. 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.

IV. 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 Seventy-Four (74) Participants for The Conduct of Values Formation and Team Building Activities For PEZA-CEZ Employees

Bidder's Authorized Representative	:	_____ Signature over printed name
Designation	:	_____
Name of Company	:	_____
Address:	:	_____
Contact No. / Email Address	:	_____