Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY
Mactan Economic Zone

REQUEST FOR QUOTATION

DATE : Sept. 24, 2025
RFQ No. : 2025-09-017-1

Company/Business Name[1] : _____
Address : _____
BIR TIN No. : _____
PhilGEPS Registration Number (required) : _____

The **Philippine Economic Zone Authority**, through its Bids and Awards Committee (BAC), intends to procure the **Procurement of Lease of Venue with Food and Facilitator for Cluster 2 Teambuilding Activity 2025** through **Section 53.10 (Negotiated Procurement - Lease of Real Property and Venue)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the **Terms and Conditions** provided on the next page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than **October 2, 2025** addressed to:

MR. ARNEL M. SUYU
Chairperson, Bids and Awards Committee
PEZA Admin Bldg., AAI Compound, Gate 3, MEZ, Brgy. Ibo, Lapu-Lapu City

Alternatively, quotations may also be sent through facsimile or email at the address and contact numbers of the BAC Secretariat indicated below.

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement" of Annex "H" of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, the following documents are required to be submitted along with your quotation on the above set deadline.

Document	Remarks
Copy of valid Mayor's or Business Permit	In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment.
PhilGEPS Registration Number	Red or Platinum Membership Registration; Valid certificate of PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number
Income / Business Tax Returns	i. For ABCs above Php 500k Only ii. Manually filed tax returns or filed through the EFPS

For any clarification, you may contact the BAC Secretariat at (032) 340-0590 or send email to mezbacsec@peza.gov.ph.

ARNEL M. SUYU
BAC Chairperson

[1] In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Accomplish this RFQ correctly and accurately.

(2) Do not alter the contents of this form in any way.

(3) **All technical specifications must be complied with**. Failure to comply with any of the mandatory requirements will disqualify your quotation.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Please quote your **best offer** for all the items and do not leave any blank. Indicate "0" if the item being offered is for free.

4. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.

5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

6. Quotations exceeding the Approved Budget for the Contract shall be rejected.

7. The award of contract shall be made to the lowest quotation and responsive with the technical specifications, requirements and other terms and conditions stated herein

8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, PEZA shall adopt and employ "toss coin" or "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

9. The item/s shall be delivered according to the accepted offer of the bidder.

10. Item/s delivered shall be inspected on the scheduled date and time of PEZA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

11. Payment shall be processed after delivery, receipt of original invoice and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the payment shall be through cheque with a lead time of 30 calendar days.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PEZA **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

14. The RFQ, Purchase Order (PO)/Work Order (WO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

TECHNICAL SPECIFICATIONS

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s (VAT Inclusive) for the item/s as follows:

Procurement of Lease of Venue with Food and Facilitator for Cluster 2 Teambuilding Activity 2025

To be filled-up by the End-user			TO BE ACCOMPLISHED BY SUPPLIER/BIDDER				
Item No.	Quantity and UOM	TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK	Statement of Compliance (Put a Check mark) Yes	Statement of Compliance (Put a Check mark) No	Remarks [e.g. Brand/Model & etc. Offered]	Unit Cost	Total Cost
1	1 lot	**Procurement of Lease of Venue**					
		The following are the major requirements for Cluster 2 Teambuilding Activity 2025					
		1. Availability Event Date: **11 October 2025; 8:00am - 8:00pm** Number of Guaranteed Guests: **100pax**					
		2. Location andSite Condition - within 5km radius from PEZA Admin Bldg; near the main road (not interior); with free parking space holding 20-40 vehicles					
		3. Neighborhood Data					
		a. Proper waste management					
		b. Proximity of Police and Fire Stations					
		c. Proximity of Banks and Telecommunications service provider					
		4. Venue					
		a. Safe structural condition					
		b. Facilities and Amenities:					
		free use of PA system with microphones (2 pcs)					
		free use of big TV with HDMI (65" and above)					
		free use of big LED wall (appx 7x13ft)					
		free use of stage and podium (easy to move)					
		free use of parking space (20-40 vehicles)					
		free internet connectivity (strong signal)					
		with entrance signage					
		5. Food					
		banquet set-up with banquet chairs, standard tables and buffet centerpiece					
		stationed MORNING snacks (pasta or noodles with bread) with 1 round of juice for guaranteed 100pax; served at 930am; number of pax may increase					
		stationed AFTERNOON snacks (native kakanin) with 1 round of juice for guaranteed 100pax; served at 2:30pm; number of pax may increase					
		managed LUNCH BUFFET for guaranteed 100 pax; number of pax may increase - inclusive of 1 soup, 1 appetizer, 1 salad station, 4 main course/entree, 1 noodles/veggies, steamed rice, dessert station, 1 round of soda/juice), served at 12nn					
		flowing coffee and water station inside the airconditioned room					
		waived corkage for chips and nuts brought from outside					
		waived corkage fee for 1 whole lechon					
		TEAMBUILDING FACILITATOR					
		Customized games/activities with interactive learning experience discussions after each game/activity appropriate for more than 100 participants					
		Teambuilding activities and learning sessions focusing on [1] SELF AWARENESS AND EFFECTIVE COMMUNICATION AS PUBLIC SERVANTS, [2]TEAM SYNERGY, [3] EMOTIONAL INTELLIGENCE, [4]EXPRESSION OF APPRECIATION TO ONE ANOTHER					
		facilitator must have more than 15 years of facilitating teambuildings experience from government agencies/LGUs and with accreditation to renowned HR organizations					
		CONDITIONS					
		Guaranteed attendance and payment for venue, food and facilitator for **100 pax**; however, payment will be based on the actual number of participants during the event in excess of the guaranteed number					
		50% downpayment upon confirmation of contract and full payment on the day of the event OR issuance of LOA/PO with 15 days term of payment, whichever is convenient for PEZA					
		Rate must be inclusive of 12% VAT and service charge.					

Rating Factor	Assigned Weights
Availability	____ x (0.5) =
Location and Site Condition	____ x (0.1) =
Neighborhood Data	____ x (.05) =
Venue	____ x (.35) =
Passing Rate: 85 %	

TECHNICAL DOCUMENTARY REQUIREMENTS: [e.g. Certificate of Distributorship, Accreditations, Permits, Licenses, Brochure & etc.]						
DELIVERY REQUIREMENT: (Shall be coordinated to the end-user)						
11 Oct 2025 - AM Snacks: 930AM; PM Snacks: 2:30pm; Lunch: 12nn						

FINANCIAL OFFER

Approved Budget for the Contract	Php 250,000.00
TOTAL OFFERED QUOTATION In accordance to Section 12.3 of IRR of RA 9184, in cases of discrepancies, the bid price stated in words shall prevail over the bid price in figures	**In words:** _____ _____ _____ _____ **In figures:** _____

Payment Details:	Payment shall be made promptly, but in no case later than thirty (30) days, through cheque after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Business Name : _____

Address : _____

Authorized Representative : _____
Signature Over Printed Name

Date : _____

Office Contact No/s : _____

Email Address : _____