



Philippine Economic Zone Authority

RFQ No.	2019-11-0065
Date	22 November 2019

REQUEST FOR QUOTATION (Alternative Mode – Lease of Real Property and Venue)

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative Mode of Procurement under Lease of Real Property/Venue** in accordance with Sec. 53.10 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Lease of Venue for the Regulatory Impact Assessment (RIA)
Technical Specifications/Description	Attached Annex "A"
Approved Budget for the Contract (ABC)	PhP40,000.00
Deadline of Submission of Quotation	26 November 2019

Interested appraisers may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 5Floor, PNOG Bldg.5, DOE-PNOG Complex, Energy Center, Rizal Drive, BGC, Taguig City.

Bidders must submit sealed quotation/s in the address given above together with the following documentary requirements:

- 1) PhilGEPS Registration Number;
- 2) Valid and Current Mayor's/Business Permit 2019;
- 3) Omnibus Sworn Statement (OSS);

Award of contract shall be given to the lowest calculated bidder which complies with the technical specifications (Annex A) and General Terms and Conditions (Annex B).

For any clarification, you may contact/email BAC Secretariat at telephone nos. (02) 5513451 local 200 or 5513429.


ATTY. JESSICA P. PALISOC
BAC, Vice-Chair

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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

DDG TERESO O. PANGA

Chairperson, Bids and Awards Committee
Philippine Economic Zone Authority (PEZA)
5Floor, PNOC Bldg.5, DOE-PNOC Complex, Energy Center
Rizal Drive, BGC, Taguig City

Thru: BAC Secretariat

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 for the items as follows:

<u>REQUIREMENTS</u>	<u>Bid Price (Php)</u>
<ol style="list-style-type: none"> 1. Available on 28 November 2019, Thursday, 1:00PM-5:00PM 2. Can accommodate 50 participants comfortably. 3. Provide good food for PM snacks with flowing brewed coffee. 4. Good sound system; minimum of 2 microphones. 5. Screen for projector. 6. Complimentary parking areas. 7. Reasonable price; provides discounted price for government agencies 8. With generator. 	(Inclusive of VAT)

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es



INSTRUCTIONS:

- (1) Accomplish this RFQ 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"

TERMS AND CONDITIONS

1. Final arrangement of the total number of pax for accommodation shall be done prior to Contract signing.
2. Bid proposals shall be subject to the rating factors for lease of venue under Annex "C".
3. Any modifications in the function room arrangements during contract implementation must be approved by PEZA. The rate of function room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, less (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; provided, that the resulting total cost of function room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
4. Bidders shall provide correct and accurate information required in this form.
5. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
6. Payment terms will be specified in the contract.
7. Award of contract shall be made to the lowest calculated responsive bid/quotation which complies with the technical specifications, and other terms and conditions stated herein.
8. 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.
9. The charge for the additional persons shall be contained in an Amendment to Contract.



Annex "C"

LEASE/RENTAL OF VENUE FOR THE PEZA-H.O. TEAM BUILDING

RATING FACTORS FOR LEASE OF VENUE

RATING FACTORS	WEIGHT (%)
1. Accessibility of Venue	10
2. Parking Space	10
3. Room Arrangement	20
4. Light, Ventilation, Air-conditioning	20
5. Attractiveness	20
6. Facilities (sound system, microphone, screen, projector)	20
TOTAL	100

Passing rate = 80%.

