



Reference No.	CEZRFQ 2019-09-031
Date	September 10, 2019

## 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 (Food, Accommodation, Facilities and Sports Venue) for the Conduct of the 2019 PEZA DG’s Cup”** through Negotiated Procurement in accordance with Sec. 53.10 of the 2016 Revised IRR of R.A. 9184.

Name of Project	Lease of Venue (inclusive of Food, Accommodation, Facilities and Sports Venue) for the Conduct of the 2019 PEZA DG’s Cup
Approve Budget for the Contract (ABC)	₱1,811,500.00
Venue	Alfonso-Tagaytay Area
Terms of Reference	Attached Annex B
Pre-Negotiation Meeting	September 19, 2019
Deadline of Submission	September 24, 2019 / 4:00pm

Interested lessors/suppliers may submit their duly accomplished Price Quotation Form Annex D) on or before the deadline of submission of bids to the BAC Secretariat at 1<sup>st</sup> 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)	Omnibus Sworn Statement (OSS)
4)	BIR eFPS 1701Q – Quarterly Income Tax Return (IRT) – latest 2 quarters
5)	BIR eFPS 1701Q – Business Tax Returns regarding VAT or Percentage Tax – latest 6 months (combination of 2550M & 2550Q)
6)	Compliance to Technical Specification / Terms of Reference (Annex A-B)

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 and look for Ms. Rose S. Sugang or Mr. Ramon S. Lacap Jr, DG’s Cup Coordinator:

Telephone Nos. **(046) 4376090 / 4376146 / 437-6010**  
 Tel / Fax No. **(046) 4376702**  
 Email Address **cezbac@peza.gov.ph**

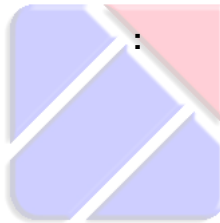
  
**LEVI D. VIZMANOS**  
 Chairperson, CEZ BAC

<b>TECHNICAL SPECIFICATIONS</b>			
Project Name	Lease of Venue ( inclusive of Accommodation, Meals, Activities and Sports Venues) for the conduct of the 2019 PEZA DGs Cup		
Request for Quotation No.	RFQ 2019-09-031	Lot No.	1
<b>Specification / Requirements</b>		<b><u>STATEMENT OF COMPLIANCE</u></b> <i>(Note: Please write <b>COMPLY</b> or <b>NOT COMPLY</b> opposite each parameter of every item)</i>	
<b>1. General Requirements:</b>			
a) Event Date is on <b>October 22 - 26, 2019</b>			
b) Location: Alfonso-Tagaytay, Cavite			
c) Guaranteed number of participants: 220 delegates			
d) Free parking for participants' vehicles and buses			
<b>2. Activity Venue:</b>			
a) Check-in Counter <ul style="list-style-type: none"> <li>➤ Service provider shall set-up at least two (2) check-in counters exclusive for PEZA, each with at least one (1) staff assigned.</li> </ul>			
b) Venue for Activities <ul style="list-style-type: none"> <li>➤ 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, sports venue and pre-tournament venue for Badminton Court (60 hours), Bowling Alley (30 games-team), Volleyball Court (32 hours), Basketball Court (20 hours), Chess and Darts, Team Presentation and Awarding of Winners, including banquets, Use of Function Room, Free use of Sound System with Microphones, Use of White Board with marker, Free flowing Coffee, Purified drinking water, Welcome banner (4 X 8), Free use of swimming pool and Rooms for the participants.</li> <li>➤ There shall be a clinic in the venue and medical staff throughout the activity.</li> </ul>			

<b>3. Meal / Food Requirement/s:</b>	
➤ Meals on 1 <sup>st</sup> day (October 22) PM Snack and Dinner	
➤ Meals on 2 <sup>nd</sup> day (October 23) Breakfast, AM Snacks, Lunch, PM Snack and Dinner	
➤ Meals on 3 <sup>rd</sup> day (October 24) Breakfast, AM Snack, Lunch, PM Snack and Dinner	
➤ Meals on 4 <sup>th</sup> day (October 25) Breakfast, AM Snack, Lunch, PM Snack and Dinner	
➤ Meals on 5 <sup>th</sup> day (October 26) Breakfast	
➤ Meals for additional 50 persons on the opening day (October 23) Breakfast, AM Snacks, Lunch and PM Snack	
➤ Meals for additional 20 persons on the 3 <sup>rd</sup> and 4 <sup>th</sup> day (October 24-25) Breakfast, AM Snacks, Lunch and PM Snack	
➤ Managed Breakfast of 3 Viands, Rice, Fresh fruits, Coffee/Tea/Hot chocolate	
➤ Managed Lunch of 3 Viands, Rice, Fresh fruits/ Assorted Cut Cakes, Juice	
➤ Managed Dinner of 3 Viands, Rice, Fresh fruits/ Assorted Cut Cakes, Juice	
➤ Can accommodate special diet (for participants with special needs: Jalal foods, vegetarians, diabetics, or people with allergies)	
➤ 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 shall be conducted upon request of PEZA DG's Cup committee.	
➤ Actual Menu shall be subject to the approval of the DG's Cup committee	
<b>4. Accommodation (Rooms):</b>	
a) Accommodation for four (4) days and four (4) nights.	
b) Guaranteed air-conditioned rooms for 220 delegates.	
c) Various room types provided that maximum of 6pax will share 1 bathroom.	

d) Rooms with clean toilet and bathroom, beddings, towels, soaps, shampoo, conditioner, toothbrush and toothpaste.	
e) Hot and Cold shower.	
<b>5. Emergency Power I Back-up Power Generator</b>	
➤ The venue must have a standby/ back-up electrical system in case of power outage during the event	

Bidder's Authorized Representative : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Name of Company : \_\_\_\_\_  
 Address: : \_\_\_\_\_  
 Contact No. / Email Address : \_\_\_\_\_



**TERMS OF REFERENCE (TOR)**

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**LEASE OF VENUE (Accommodation, Meals, Facilities and Sports Venues)  
FOR THE CONDUCT OF 2019 PEZA DG's CUP FOR OVERALL STAFF  
DEVELOPMENT AND PHYSICAL FITNESS**

**I. SCOPE OF SERVICE**

The service provider should be able to provide the activity venues and amenities, sports venues, accommodation and meals with the following specifications:

**A. General Requirements**

Inclusive Dates : October 22 – 26, 2019  
Location : Alfonso-Tagaytay, Cavite  
Guaranteed number of participants: 220 delegates  
Free parking for participants' vehicles and buses  
Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable truces and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

**B. Specific Requirements**

**B.1. Activity Venues**

The service provider shall provide venues for various activities for the duration of the event. Below are the minimum requirements:

**B.1.1. Check-in Counter**

- Service provider shall set-up at least two (2) check-in counters exclusive for PEZA, each with at least one (1) staff assigned.

**B.1.2. 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, sports venue and pre-tournament venue for Badminton Court (60 hours), Bowling Alley (30 games-team), Volleyball Court (32 hours), Basketball Court (20 hours), Chess and Darts, Team Presentation and Awarding of Winners, including banquets, Use of Function Room, Free use of Sound System with Microphones, Use of White Board with marker, Free flowing Coffee, Purified drinking water, Welcome banner (4 X 8), Free use of swimming pool and Rooms for the participants.

**TERMS OF REFERENCE (TOR)**

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- There shall be a clinic in the venue and medical staff throughout the activity.

**B.2. Meals**

Requirements for meals shall include the following:

- Meals on 1<sup>st</sup> day (October 22) PM Snack and Dinner
- Meals on 2<sup>nd</sup> day (October 23) Breakfast, AM Snacks, Lunch, PM Snack and Dinner
- Meals on 3<sup>rd</sup> day (October 24) Breakfast, AM Snack, Lunch, PM Snack and Dinner
- Meals on 4<sup>th</sup> day (October 25) Breakfast, AM Snack, Lunch, PM Snack and Dinner
- Meals on 5<sup>th</sup> day (October 26) Breakfast
- Meals for additional 50 persons on the opening day (October 23) Breakfast, AM Snacks, Lunch and PM Snack
- Meals for additional 20 persons on the 3<sup>rd</sup> and 4<sup>th</sup> day (October 24-25) Breakfast, AM Snacks, Lunch and PM Snack
- Managed Breakfast of 3 Viands, Rice, Fresh fruits, Coffee/Tea/Hot chocolate
- Managed Lunch of 3 Viands, Rice, Fresh fruits/ Assorted Cut Cakes, Juice
- Managed Dinner of 3 Viands, Rice, Fresh fruits/ Assorted Cut Cakes, Juice
- Can accommodate special diet (for participants with special needs: Jalal foods, vegetarians, diabetics, or people with allergies)
- 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 shall be conducted upon request of PEZA DG's Cup committee.
- Actual Menu shall be subject to the approval of the DG's Cup committee.

**B.3. Accommodation (Rooms)**

Requirements for accommodations shall include the following:

- Accommodation for four (4) days and four (4) nights.
- Guaranteed air-conditioned rooms for 220 delegates.

**TERMS OF REFERENCE (TOR)**

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- Various room types provided that maximum of 6 pax will share 1 bathroom.
- Rooms with clean toilet and bathroom, beddings, towels, soaps, shampoo, conditioner, toothbrush and toothpaste.
- Hot and Cold shower.

**B.4. Emergency Power I Back-up Power Generator**

The venue must have a standby/ back-up electrical system in case of power outage during the event.

**II. MODE OF PROCUREMENT**

The procurement through Lease of Venue shall be undertaken in accordance with the Lease of Real Property and Venue under the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No, 9184, otherwise known as the Government Procurement Reform Act.

**III. EVALUATION AND SELECTION CRITERIA**

Bid proposals shall be evaluated in accordance with the Table of Rating Factors for Lease of Venue (hereto attached as Annex "A"). Ocular inspection shall be conducted by the DG's Cup committee. A bid is determined to be responsive if it is equal to or higher than the passing rate of 85%.

**IV. AWARDING OF CONTRACT**

The bidder with the Lowest Calculated Bid (LCB) shall be required to submit and present the following documents:

1. Mayor's Business Permit
2. Proof of PhilGEPS Registration
3. Latest Income and Business Tax Return
4. Draft Contract

**V. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **One Million Eight Hundred Eleven Thousand Five Hundred Pesos Only (Php 1,811,500.00)** inclusive of all government taxes and charges.

**VI. Payment Schemes**

Terms of payment to the winning bidder shall be in accordance with the following:

**TERMS OF REFERENCE (TOR)**

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1. 15 % down payment within 15 days upon signing of contract and receipt of the billing statement.
2. PEZA will issue a certificate of availability of funds.
3. Full payment to be settled within 15 days upon receipt of the billing statement.
4. Check payments should be under the name of the winning bidder.

Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

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**Acknowledgement and Compliance with the Terms of Reference for the Lease of Venue (including Food, Accommodation, Facilities and Sports Venue for the Conduct of the 2019 PEZA DG's Cup**



Bidder's Authorized Representative : \_\_\_\_\_  
Signature over printed name

Designation : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address: : \_\_\_\_\_

Contact No. / Email Address : \_\_\_\_\_