



# Philippine Economic Zone Authority

RFQ No.	2019-09-0044
Date	03 September 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	<b>PEZA Head Office Team Building and Fun Day</b>
Technical Specifications/Description	Attached <b>Annex "A"</b>
Approved Budget for the Contract (ABC)	<b>PhP494,770.00</b>
Deadline of Submission of Quotation	<b>10 September 2019</b>

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, PNOC Bldg.5, DOE-PNOC 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.



**TERESO O. PANGA**  
BAC, Chair

RFQ No.	2019-08-0044
Date	30 August 2019

Annex "A"  
**PRICE QUOTATION FORM**  
(Financial Bid)

**DDG TERESO O. PANGA**

Chairperson, Bids and Awards Committee  
Philippine Economic Zone Authority (PEZA)  
5Floor, PNOB Bldg.5, DOE-PNOB 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>
<p>a. The facility must be <b>available on September 27-28, 2019</b>, which is the scheduled date for the Team Building / Team Bonding activity.</p> <p>b. The location must be relatively near the current address of PEZA (BGC, Taguig) with a travel time of approximately two (2) hours at the maximum;</p> <p>c. The venue must be able to conveniently accommodate at least 200 participants with provisions of parking slots (at least 20 car ports) for PEZA vehicles. It must have a sizable open area to accommodate outdoor activities of around 200 participants and a facility for indoor games to be used when necessary;</p> <p>d. Day tour rate must be applied to those participants not availing of the overnight accommodation and the same must be explicitly stipulated in the contract;</p> <p>e. The terms and conditions must have a certain degree of flexibility to accommodate the requirements of PEZA such as but not limited to the following:</p> <ul style="list-style-type: none"> <li>i. NO down payment must be required.</li> <li>ii. Check in Time: Upon the arrival of the Contingent (Early Morning)</li> <li>iii. Check Out (12 noon of the following day for overnight stay)</li> <li>iv. Free Use of Team Building facilities and other amenities that are offered on a regular event for the duration of the affair.</li> </ul>	(Inclusive of VAT)

<ul style="list-style-type: none"><li>v. Corkage Fees Waived for food and beverages.</li><li>vi. Managed buffet for food and drinks consisting of AM Snacks, Lunch, PM Snacks, and Breakfast (for the following day)</li><li>vii. No fee or surcharge shall be due and demandable to PEZA for the cancellation of the event if it is done at least two (2) weeks before the holding of the event.</li></ul> <p>f. The terms of payment must be "send bill" arrangement with 30-day grace period after the holding of the event with no added surcharges; and</p> <p>g. The facility must be safe and compliant to all the requirements of the LGU where they are located</p>	
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\_\_\_\_\_  
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 per day 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 room arrangements during contract implementation must be approved by PEZA. The rate of each new 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 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 IN THE DETERMINATION OF REASONABLENESS OF VENUE RATE**

	RATING FACTORS	WEIGHT (%)
<b>A.</b>	<b>LOCATION and SITE CONDITION</b>	
	1. Accessibility	10
	2. Outdoor / Indoor Facilities	15
	3. Safety and Security	15
	4. Proximity	10
	5. Light and Ventilation	15
	6. Spacious Dining Hall / Cafeterias	10
	7. Added Amenities	15
	8. Spacious and Secured Parking Facility	10
	<b>TOTAL</b>	<b>100</b>
<b>B.</b>	<b>FACILITIES</b>	
	1. Structural Condition	15
	2. Room Capacity /Arrangement / Bed Condition	15
	3. Clean and Comfortable Beds	10
	3. Clean Restroom	10
	4. Light and Air Conditioning	10
	5. Spacious Dining Hall / Cafeteria	10
	6. Water Supply and Toilet	15
	7. Sanitation	10
	8. Attractiveness	5
	<b>TOTAL</b>	<b>100</b>

The passing rate is 85%.

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