Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	CPDRFQ-2024-10-02
Date	October 18, 2024

REQUEST FOR QUOTATION
Alternative-Lease of Real Property or Venue [Sec 53.10]

The Philippine Economic Zone Authority (PEZA) intends to undertake **Lease of Real Property or Venue** in accordance with Sec. 53.10 of the Updated 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	**Procurement of Venue, Meals & Room Accommodations for the 2 days Cascading of PEZA Strategic Planning November 18-19, 2024 (Component 2- Batch 2)**
Description/Specifications	**Attached Annex "A"**
Approved Budget for the Contract (ABC)	**Php 400,000.00**
Deadline of Submission of Bid	**October 22, 2024, 12:00NN**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids **Bids and Awards Committee (BAC), 8th Floor Double Dragon Center, West Building, DD Meridian Park Macapagal Avenue, Pasay City.**

Bids must be submitted manually or thru email together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Income / Business Tax Return (for ABC above 500k) Latest Income Tax Return (*For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR*) **or** Latest Business Tax Return (*Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date*)
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

Award of contract shall be given to the lowest calculated and responsive bidder per item which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact BAC at telephone nos. (02) 8551-3438 / (02) 8551-3451 local 232 or 8806-5644 or bacsec@peza.gov.ph.

ROWENA T. NAGUIT
ACTING GM MISCPG

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ROWENA T. NAGUIT
ACTING GROUP MANAGER
8th Floor Double Dragon Center, West Building,
DD Meridian Park Macapagal Avenue, Pasay City

Dear Ms. Naguit:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

Description	Bid Price (PHP)
Procurement of Venue, Meals & Room Accommodations for the 2 days Cascading of PEZA Strategic Planning November 18-19, 2024 (Component 2-Batch 2) Please see attached Annex B for the detailed technical specifications.	
	(Inclusive of VAT)

NAME OF STORE : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

TIN : _____

AUTHORIZED SIGNATORY: _____
(Signature over Printed Name)

DATE : _____

CONTACT NOS. : _____

EMAIL ADDRESS : _____

INSTRUCTIONS:

(1) Accomplish this Form 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.
(5) Bids exceeding the ABC shall be automatically disqualified.

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Annex "B"

Technical Specifications

ITEM	Specifications	Statement of Compliance (State whether "Comply" or "not Comply")
I	**AVAILABILITY** 1. Venue, accommodation, and catering services requirements available on specified dates: 18-19, November 2024	
II	**LOCATION AND SITE CONDITION** **1. Accessibility** Must be within 100km radius and estimated travel time of not more than be (3) hours from PEZA Head Office, DoubleDragon Center West DD Meridian Park Macapagal Ave., Pasay **2. Parking space** Must have available parking for pick up and drop off within walking distance from the venue.	
III	**NEIGHBORHOOD DATA** **1. Sanitation and health condition** Must be 35 to 45 minutes away from Hospitals/Clinics **2. Police and fire station** Must be 35 to 45 minutes away from Police and Fire Station **3. Banking and Commercial Establishments** Must be 35 to 45 minutes away from Banking and Commercial Establishments	
IV	**VENUE** **1. Structural condition** Facilities/Amenities to be used must have structural integrity **2. Functionality** **a. Conference Rooms** Room can accommodate tables and chairs for 62 pax noting the following: • 51 participants - can accommodate breakout session • 11 secretariats - With 2 tables for 2 sets of secretariats (6 chairs each) • Table for printers and materials • Standby technical and engineering assistance for lights and sounds • Set-up must be ready atleast 1 hour before the activity **b. Room arrangement** • Rooms for 62pax (double occupancy preferred) on 18-19 November 2024 (2D1N)	

c. Light, ventilation, and air conditioning

- Air-conditioned room and conference room
- All rooms must have adequate lightning and ventilation

3. Facilities

a. Lighting system, audio visual equipment, light and sounds

- Projector and projector screen (min of 6ft x 8ft)
- wireless microphones x 3 pcs
- Podium x 1 pc
- Sign stands x 2 pcs

b. Water supply and toilet

- With accessible restroom near the conference room
- Water must be available all the time on designated areas (comfort rooms for both common areas and private rooms)

c. Elevators

- Accessible near the conference room and rooms of participants (as applicable)
- Stairway must be well-lighted and safe to access

d. Fire escapes and firefighting equipment

- Must have a fire escape or emergency exit plan with visible signages
- Must have available fire extinguisher per room and other fire safety equipment as per the National Building Code of the Philippines

e. Internet and telecommunications

- Wifi access in venue and rooms of attendees

4. Catering Services

a. Meals for 62pax

- **Preparation of Halal meals/snacks for 2 pax**

Meal/Snack	18	19	TOTAL
Breakfast		✓	1
AM Snack	✓	✓	2
Lunch	✓	✓	2
PM snacks	✓	✓*	2
Dinner	✓		1

**packed*

b. Managed buffet (preferred)

- themed menu for lunch and dinner (i.e. Japanese, Korean, Filipino, etc)
- menu to be discussed upon issuance of NOA
- 2 viands (combination of 2 meat)
- Steamed rice
- Side veggies or salad
- Dessert
- Juice / soda

c. With finger foods during the morning activities

d. With overflowing coffee, tea, water

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	5. Other requirements **a. Maintenance, attractiveness, and security** - Janitorial services - With standby utility in the conference room - The venue must be well-guarded to ensure the safety of participants and personal properties owned by PEZA and its employees, including its service vehicle.	
	6. Client Satisfaction - The venue must have a satisfactory rating of at least 80% or 3.5 stars from clients from online or reliable review sources.	
V	**MODE OF PAYMENT** • Send bill • Price inclusive of all taxes and charges	

AUTHORIZED SIGNATORY: _____
(Signature over Printed Name)

DATE : _____

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Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address

- Submit the filled-up (Annexes A and B) Forms at the following address:

  8th Floor Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City

- Delivery Period: 18-19 November 2024

- Terms of Payment:

  Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.