



RFQ NO. 24-04-003

BIDS AND AWARDS COMMITTEE
NOTICE OF NEGOTIATED PROCUREMENT and REQUEST FOR QUOTATION
17 April 2024

1. The Civil Aviation Authority of the Philippines (CAAP) through its Bids and Awards Committee intends to apply the sum of **amount of Eight Million Five Hundred Five Thousand Five Hundred Pesos only (Php8,505,500.00)**, inclusive of all applicable government taxes, fees, and charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the project, *Purchase Request to Lease of Venue for the 59th DGCA Conference at Cebu on October 13-18, 2024.*
2. The BAC requests **Ms. Glaiza Joi T. Santos**, Director of Sales of **Dusit Thani Mactan Cebu**, to submit a **PRICE PROPOSAL** inclusive of VAT. A proposal received more than the ABC shall be automatically rejected at proposal opening.
3. The submission shall include the following documents:

A. Eligibility Requirements:

1. Valid Mayor's or Business Permit;
2. Valid PhilGEPS Certificate of Registration;
3. Valid Certificate of Sole Distributorship; and
4. Income/Business Tax Return (for above ABC P500,000.00)

B. Technical Requirements:

1. Technical Specifications with Compliance Statement

C. Financial Requirements:

1. Original of duly signed and accomplished Financial Bid Form (Form No. 1)
2. **Ms. Glaiza Joi T. Santos** shall submit its quotation/proposal manually to the Bids and Awards Committee on or before **9:30 a.m** on the **6th of May 2024** at the **3rd Floor Supply, Procurement Building, Civil Aviation Authority of the Philippines MIA Road corner Ninoy Aquino Avenue 1300 Pasay City, Metro Manila.**

Late submissions shall not be accepted.

3. Quotation opening shall be held physically at the **CAAP Conference Room, 4/F Admin Building, Civil Aviation Authority of the Philippines, MIA Road, Pasay City**, and virtually via **Google Meet Video Conferencing**. The quotation will be opened in the presence of the bidder's representative/s who opts to attend the activity. The bidder is requested to advise the committee, through the Secretariat of the name of its representative together with an attached written authorization manually or via electronic mail.

The CAAP reserves the right to accept or reject the offer, to annul this request for quotation or the procurement process, waive any informalities or minor defects, accept the most advantageous offer to the CAAP, or not award the contract without thereby incurring any liability to the offer.

This **Alternative Method of Procurement through Negotiated Procurement** for the project stated above shall be governed by Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act 9184.

Should you have further inquiries/clarifications, you may contact the BAC Secretariat at (02) 8246-4988 loc 2236 or email at bac@caap.gov.ph

We look forward to your participation in this procurement activity.



ATTY. DANJUN G. LUCAS

Chairperson

Bids & Awards Committee Bravo



{ATTACH COMPANY LETTERHEAD/LOGO}

Bid Form

Date: _____

Invitation to Bid¹ N°: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period of **120 calendar days** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

| Name and address of agent | Amount and Currency | Purpose of Commission or gratuity |
|------------------------------|------------------------|---|
|------------------------------|------------------------|---|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



TECHNICAL SPECIFICATION WITH COMPLIANCE STATEMENT

Below are the items for the project with the statement of Compliance

REQUEST FOR QUOTATION

Date : _____
RFQ : _____
No : _____

| | | |
|---|---|-------|
| Company/Business Name | : | _____ |
| Address | : | _____ |
| Business/Mayor's Permit Number | : | _____ |
| TIN | : | _____ |
| PhilGEPS Registration Number (required) | : | _____ |

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**, through its Bids and Awards Committee (BAC), intends to procure **LEASE OF VENUE FOR THE 59TH DIRECTORS GENERAL OF CIVIL AVIATION (DGCA) CONFERENCE** 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.

| LOT NO. | DESCRIPTION | APPROVED BUDGET FOR THE CONTRACT (ABC) |
|---------|---|--|
| 1 | Lease of Venue for the 59 th Directors General of Civil Aviation (DGCA) Conference | PhP8,505,500.00 |

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 9:30 AM of 6th May 2024, subject to the compliance with the Terms and Conditions provided on this Request of Quotation (RFQ)

LEANDRO R. VARQUEZ

Head BAC Secretariat

BAC Secretariat 3rd Floor Supply, Procurement Building

CAAP MIA Road corner Ninoy Aquino Avenue 1300

Pasay City, Metro Manila

Telephone No: (+632) 8246-4988loc2236

Email: bac@caap.gov.ph

Interested service provider shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. Copy of 2023 Mayors' or Business Permit; and
- b. Latest Income/Business Tax Return

For any clarification, you may contact the BAC Secretariat at (+632) 8246-4988loc2236 or send email to bac@caap.gov.ph.



ATTY. DANJUN G. LUCAS

Chairperson, Bids and Awards Committee

– Bravo

INSTRUCTIONS:

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

- 1) Do not alter the contents of this form in any way.
- 2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the

required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline of extension

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- 3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.*
- 4) Quotations may be submitted through at the BAC Secretariat 3rd Floor Supply, Procurement Building, CAAP MIA Road corner Ninoy Aquino Avenue, 1300 Pasay City, Metro Manila*
- 5) Quotations, including documentary requirement, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.*

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 initiated by you or any of your duly authorized representative/s.*
- 3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.*
- 4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.*
- 5. Quotations exceeding the Approved Budget for the Contract shall be rejected.*
- 6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest calculated and Responsive Quotation, the CAAP shall adopt and employ "draw lots" as the tie-breaking methods to finally determine the single winning provider in accordance with GPBB Circular 06-2005.*
- 7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.*
- 8. Evaluation of the Supplier's Compliance rating with technical specifications that may be conducted through ocular inspection,*

interviews, or other forms of due diligence shall be allowed by the venue which submitted a quotation.

Items that may be brought by the Technical Working Group of the CAAP BAC Bravo for said evaluation shall be allowed with no additional fees, charges, or corkage.

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 the CAAP. The delivery of the item/s shall be acknowledged upon delivery to confirm the compliance with the technical specifications.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. order Slip and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
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. The CAAP may terminate 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), and other related document for the above-stated Procurement projects shall be deemed to form part of the contract.

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

| Lease of Venue for the 59th Directors General of Civil Aviation (DGCA) Conference | | | |
|---|--|--|--|
| Minimum Technical Specifications | | Offered Technical Specification/Service | State ment of Compl iance ("Com |
| | | | |

ply" or
"Not
Compl
y")

Note: None-compliance with the minimum required specifications shall be rejected.

REQUIREMENTS:

I Availability

Inclusive dates of occupancy/events/ Schedule of Activities

A. Overall Date of Occupancy:
12 to 18 October 2024

B. Date of Event:
14 to 18 October 2024

C. Schedule of Activities:

Pre-Conference

| | |
|------------------------------------|------------------|
| Saturday, 12-18 October 2024 | Secretariat Room |
|------------------------------------|------------------|

| | |
|-------------------------------|-----------------------------|
| Sunday, 13 October 2024 | Breakout Rooms (3 Rooms) |
|-------------------------------|-----------------------------|

| | |
|-------------------------------|-------------------------------------|
| Sunday, 13 October 2024 | Reception Dinner (Themed Dinner) |
|-------------------------------|-------------------------------------|

Conference Proper

| | |
|-------------------------------|-------------------|
| Monday, 14 October 2024 | Whole Day Meeting |
|-------------------------------|-------------------|

| | |
|-------------------------------|----------------------------|
| Monday, 14 October 2024 | Breakout Room (6 Rooms) |
|-------------------------------|----------------------------|

| | |
|--------------------------------|-------------------|
| Tuesday, 15 October 2024 | Whole Day Meeting |
|--------------------------------|-------------------|

| | |
|--------------------------------|-----------------------------|
| Tuesday, 15 October 2024 | Breakout Rooms (6 Rooms) |
|--------------------------------|-----------------------------|

| | |
|------------|-------------------|
| Wednesday, | Whole Day Meeting |
|------------|-------------------|

| | | | | |
|------------------------------|--|--|--|--|
| | 16 October 2024 | | | |
| | Wednesday, 16 October 2024 | Breakout Rooms (6 Rooms) | | |
| | Thursday, 17 October 2024 | Cultural Tour of the 59 th DGCA Delegates | | |
| | Thursday, 17 October 2024 | Breakout Rooms (6 Rooms) | | |
| | Friday, 18 October 2024 | Half Day Meeting | | |
| | Friday, 18 October 2024 | Breakout Rooms (3 Rooms) | | |
| II Location & Site Condition | | | | |
| | 1. Must be within Mactan Island 2. Accessible to and from the airport 3. 5-star rating hotel 4. Beach front 5. Ample cellular signal for all networks in the entire hotel 6. Should have an ambulance, first aid and medication team 7. Should have free parking space of at least forty (40) small and large vehicles | | | |
| III Neighborhood Data | | | | |
| | 1. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority 2. Proximity to Police and Fire Stations, banks, postal, telecommunications service providers, restaurants, and hospitals | | | |
| IV Venue | | | | |
| | A. Structural Condition: *The foundation is made of concrete and structural steel materials or combination of both | | | |

| | | | |
|--|--|--|--|
| | | | |
| | B. Functionality | | |
| | 1. Conference Hall | | |
| | <ul style="list-style-type: none"> a. For 14 to 18 October 2024 b. <i>*Should be at least 1,200 sqm in dimension, have a high ceiling with sound proof walls and be able to accommodate at least of 400 people, with a double U-shaped set-up. 80 people should be inside the smaller U-shape, with back-benchers on each side of the U-shape.</i> c. No obstructing pillars d. <i>*With a dedicated entrance, (separate entrance/exit to the venue from the other guests).</i> e. Free use of conference foyer. f. Should have an accessible comfort rooms and continuous water supply g. With reliable, fast and dedicated internet for attendees | | |
| | 2. Breakout Rooms | | |
| | <ul style="list-style-type: none"> a. For 13 to 18 October 2024 b. <i>*Proximity to and within the same building of the conference venue</i> c. The venue can accommodate 10 to 20 people per room in conference set-up with a TV monitor or free use of projector and screens for presentation. d. With reliable, fast and dedicated internet e. Should provide power & signal cables with multimedia cable adaptors not limited to HDMI, USB and serial f. Should offer flowing coffee, tea and water in cups | | |
| | 3. Secretariat Room | | |
| | <ul style="list-style-type: none"> a. For 12 to 19 October 2024 b. <i>*Must be adjacent to the conference venue</i> c. Provides ample space of at least 60 | | |

| | | | |
|--|---|--|--|
| | <p><i>sqm.</i></p> <ul style="list-style-type: none"> <i>d. Must have electricity to operate printing machines and laptops for production of conference materials, as well as charging mobile phones for communication purposes, inclusive of chairs, tables and storage area/space.</i> <i>e. With reliable, fast and dedicated internet</i> <i>f. Should offer flowing coffee, tea and water in cups</i> | | |
| | <p>4. Communication And Audio-Visual Equipment</p> | | |
| | <ul style="list-style-type: none"> <i>a. Inclusive of the following:</i> <i>b. At least five(5) technical personnel shall be present for the duration of the conference and meeting to provide technical assistance during set-up, operation, troubleshooting of audio-visual equipment.</i> <i>c. The supplier shall ensure that all cables are neatly laid out and managed</i> <i>d. The supplier shall ensure that spare equipment (i.e microphones, speakers, cables, etc.) are available during the event</i> <i>e. The supplier shall ensure full compatibility of all equipment to be provided</i> <i>f. All cables and connectors shall be provided by the suppliers</i> <i>g. All peripherals that are not specifically mentioned but are necessary to operate the system shall be provided by the supplier</i> | | |

For Conference Hall/Venue:

| Requirements | Count |
|---|--------------|
| LED wall 80 panels (center stage LED Wall) | 1 unit |
| 4 sets Column speaker system, 4 delay speakers- middle & rear, 2 front fill | 1 lot |
| LED wall 40 panels (side LED Wall) | 4 units |
| At least 8mx4m stage with vertical trusses | 1 unit |
| Digital mixer | 1 unit |
| Digital lights controller | 1 unit |
| Conference desk microphones | 60 units |
| Podium microphone | 2 units |
| wireless handheld microphones | 6 units |
| LED par lights | 24 units |
| Video cameras with tripod , recording and operators | 4 units |
| Video mixer with at least 4 inputs | 1 unit |
| Communication Headset | 5 units |
| Stage monitor speakers (wedged) | 4 units |
| Stage video monitor (at least 50 inch LED TV with stand) | 2 units |
| Power & signal cables with multimedia cable adaptors not limited to HDMI, USB and serial | 1 lot |
| At least 100 Mbps internet managed, dedicated and | 1 lot |

*committed download and
upload speed*

For Secretariat Room:

| <i>Requirements</i> | <i>Count</i> |
|--|-----------------------|
| <p><i>Laser Photocopier:</i></p> <ul style="list-style-type: none"> ▪ <i>General type colour multifunctional</i> ▪ <i>60 pages A4 per minute</i> ▪ <i>30 pages A3 per minute</i> ▪ <i>Wired and wireless connectivity</i> ▪ <i>Warm-up time Approx 17 secs or less</i> ▪ <i>Max. original size A3-Legder</i> ▪ <i>Continuous copy 1-9,999</i> ▪ <i>Zoom range 25-400% in 1% steps</i> ▪ <i>Preset magnification ratios 5 Enlargements/5 Enlargements</i> ▪ <i>Image adjustments Text + Photo, Photo, Text, Diagram/Map</i> ▪ <i>Digital copy features: Scan-once-copy-many</i> ▪ <i>Scan resolution 600dpi x 600dpi, 400dpi x 400dpi, 200dpi x 400dpi, 300dpi x 300dpi, 200dpi x 200dpi, 200dpi x 100dpi</i> ▪ <i>Max. scan size A3, Ledger</i> | <p><i>2 units</i></p> |

| | | | | | |
|--|--|--|----------------|--|--|
| | | <ul style="list-style-type: none"> ▪ <i>File type TIFF, PDF, PDF/A, JPEG, Open XPS, Encrypted PDF</i> | | | |
| | | <p><i>Laser Printer</i></p> <ul style="list-style-type: none"> ▪ <i>Colour Laser Printer for A4 format</i> ▪ <i>Engine speed 35 pages A4 per minute in colour and b/w</i> ▪ <i>Resolution 1200 x 1200 dpi (print, at reduced speed)</i> ▪ <i>Warm-up time Approx. 25 secs or less from power on</i> ▪ <i>General memory</i> ▪ <i>Input capacity</i> ▪ <i>100-sheet multi-purpose tray, 60-220 g/m2, A4, Max. input capacity with options: 2,100 sheets</i> ▪ <i>Max. output capacity 500 sheets</i> ▪ <i>Standard interface USB 2.0 (Hi-Speed), 2 x USB Host Interface, Gigabit Ethernet (10BaseT/100baseT X/10000BaseT, IPv6, IPv4, IPSec, 802.3az support), optional Wi-Fi 9IEEE 802.11g/g/n)</i> | <i>5 units</i> | | |

| | | | |
|--|--|--|--|
| | 5. Reception Hall | | |
| | <p><i>CAAP-Hosted Reception Dinner on 13 October 2024 (6:00pm – 10 pm excluding time for setup)</i></p> <ol style="list-style-type: none"> <i>a. Complimentary provision and conduct of food tasting to evaluate the food to be served (to be scheduled)</i> <i>b. To be held outdoor, but venue must be exclusive for the 59th DGCA Conference delegates/attendees</i> <i>c. Confirmed number of persons to be determined before the expiration of the option date</i> <i>d. Able to provide an indoor venue in case of inclement weather:</i> <ul style="list-style-type: none"> <i>▪ Sufficient space to accommodate at least 500 guests</i> <i>▪ Air-conditioned</i> <i>▪ Well lighted venue</i> <i>▪ Usage of four (4) hours excluding ingress time of set-up and</i> <i>▪ Reliable and good quality audio-visual system and equipment</i> | | |
| | C. Rooms and Facilities | | |
| | <ol style="list-style-type: none"> <i>1. Compliant to basic protective safety measures Against COVID-19 and guidelines on social distancing</i> <i>2. Continuous water supply & Accessible comfort rooms (separate male and female)</i> <i>3. Compliance with the standards provided by the building code of the Philippines</i> <i>4. At least one (1) operational elevator for four (4) or more storey buildings</i> <i>5. Accessible emergency exit and alarm, stand-by fire extinguishers and automatic sprinkles</i> <i>6. Available telephone and/internet connection within the premises of the</i> | | |

building

7. Room Accommodations Terms and Conditions

a. Room requirements

- i. Ensure available superior/special rooms for high-level attendees¹at least with 37 sqm area and commands a scenic view*
- ii. Ensure available deluxe/regular rooms for other attendees*
- iii. Free and reliable wireless connection*

b. Room Package

- i. Complimentary buffet breakfast*
- ii. Daily housekeeping, laundry services, concierge service*
- iii. Should provide secure holding area for luggage upon arrival of participants and working staff*
- iv. Free access to and usage of hotel amenities and facilities (Business Centers, pool, gym, etc)*

c. Booking and Billing Arrangement

- i. Final number of hotel rooms to be determined before the expiration of the option date*
- ii. The bidder must indicate until when can they hold the guest room accommodations*
- iii. The successful bidder shall provide complimentary*

room for every particular number of paid rooms that will be availed as a total by the DGCA 59th participants for the duration of the event. The complimentary guests rooms shall also be enjoy complimentary breakfast and access to all hotel amenities.

| Inclusive Dates | Profile | No of Pax | No of Rooms | Account |
|------------------------|--|------------------|--------------------|----------------|
| 12-18 October 2024 | ICAO Officials [¶] | 8 | 4 – Superior Rooms | CAAP |
| 12-18 October 2024 | ICAO Secretariat & Associates | 20 | 10 – Deluxe Rooms | CAAP |
| 13-18 October 2024 | CAAP Management [¶] | 5 | 5 – Superior Rooms | CAAP |
| 13-15 October 2024 | DOTR Officials [¶] | 2 | 2 – Superior Rooms | CAAP |
| 13-15 October 2024 | CAAP Board of Directors & SSP Representative | 7 | 7 – Deluxe Rooms | CAAP |
| 13-18 October | CAAP Delegates | 6 | 6 – Deluxe | CAAP |

| | | | | | | | | | | | | | | | | | | |
|----------------------------|--|--------|--------------|--------------|-------|--|----------------------------|--|--|--------------|--------------|--------------|--|----|-----|--|--|--|
| | <table><tr><td>r 2024</td><td></td><td></td><td>Rooms</td><td></td></tr><tr><td>12-19 October r 2024</td><td>DGCA 59thDelegat es</td><td></td><td>166 Rooms</td><td>Person al</td></tr><tr><td colspan="2">TOTAL GUESTS</td><td>48</td><td>200</td><td></td></tr></table> | r 2024 | | | Rooms | | 12-19 October r 2024 | DGCA 59 th Delegat es | | 166 Rooms | Person al | TOTAL GUESTS | | 48 | 200 | | | |
| r 2024 | | | Rooms | | | | | | | | | | | | | | | |
| 12-19 October r 2024 | DGCA 59 th Delegat es | | 166 Rooms | Person al | | | | | | | | | | | | | | |
| TOTAL GUESTS | | 48 | 200 | | | | | | | | | | | | | | | |
| | D. Other Services | | | | | | | | | | | | | | | | | |
| | <div>1. Provision of janitorial and maintenance services</div> <div>2. Designated contact person</div> <div>3. Adequate security services (24/7)</div> <div>4. Use of reusable water for toilet flushing</div> <div>5. Use of energy efficient lighting (LED day light)</div> <div>6. Option for multiple-use toiletries</div> <div>7. Compliance with Tourism Act 2009 as industry Standard</div> | | | | | | | | | | | | | | | | | |
| | E. Catering Services | | | | | | | | | | | | | | | | | |
| | <div>1. Restaurants or Dining Area and Other Space Requirements</div> <div>a. Should be a different venue from the conference venue</div> <div>b. Has sufficient manpower to provide dining services to guests</div> <div>c. Has sufficient and good quality crockery and cutlery and elegant buffet and table settings</div> | | | | | | | | | | | | | | | | | |
| | <div>2. Food/Meals</div> <div>a. All food and beverage shall be prepared, served, and presented appetizingly and shall be of high-quality and balance proportioning.</div> <div>b. Meat, vegetables, fruits, and salads shall be purchased as fresh as possible. All basic ingredients and those used in preparations shall be of high quality.</div> <div>c. The catering service provider must be able to serve delegates/guests who require, pescatarian, vegetarian, vegan, no seafood, no pork, no wine, or no lard food.</div> | | | | | | | | | | | | | | | | | |

- d. *Ensure adequate supply, preparation, serving, and replenishment of CAAP-approved food and beverage for buffet lunch during the event.*
- e. *Provide free flowing coffee, tea and water to the guests during registration, AM and PM snacks, lunch, and farewell lunch.*
- f. *Provision of bottled water for guests, to be served 1 bottle each in the morning and one in the afternoon.*
- g. *Complimentary provision and conduct of food tasting to be scheduled at least two weeks before the event.*
- h. *Ensure that the purchase and delivery of fresh and high-quality food and non-food items necessary for food preparation, maintenance, and management of kitchen and all equipment are in good order and consistent with high-quality standards on cleanliness, sanitation, and hygiene; and*
- i. *Buffet tables, banquet tables and chairs are provided with good quality table linens consistent with the CAAP-approved colors and shall be set up at least 1 day prior to the event.*

Meals to be served:

| Date | Event | No. of Pax |
|---------------------------------|---|-------------------|
| Saturday, 12 October 2024 | Crew Meals for CAAP Support Staff (lunch-pm snacks- dinner) | 120 |
| Sunday, 13 October 2024 | Crew Meals for CAAP Support Staff (lunch-pm snacks- | 235 |

| | | | | | |
|--|---|---|------------|--|--|
| | | dinner) | | | |
| | <i>Sunday, 13 October 2024</i> | <i>CAAP Hosted Reception Dinner</i> | <i>500</i> | | |
| | <i>Monday, 14 October 2024</i> | <i>Whole Day DGCA Conference Package (am snacks-buffet lunch-pm snacks)</i> | <i>400</i> | | |
| | <i>Monday, 14 October 2024</i> | <i>Crew Meals for CAAP Support Staff (lunch-pm snacks)</i> | <i>200</i> | | |
| | <i>Tuesday, 15 October 2024</i> | <i>Whole Day DGCA Conference Package (am snacks-buffet lunch-pm snacks)</i> | <i>400</i> | | |
| | <i>Tuesday, 15 October 2024</i> | <i>Crew Meals for CAAP Support Staff (lunch-pm snacks)</i> | <i>185</i> | | |
| | <i>Wednesday 16 October 2024</i> | <i>Whole Day DGCA Conference Package (buffet lunch-pm snacks)</i> | <i>400</i> | | |
| | <i>Wednesday 16 October 2024</i> | <i>Crew Meals for CAAP Support Staff (lunch-pm snacks)</i> | <i>185</i> | | |
| | <i>Friday, 18 October 2024</i> | <i>Half Day DGCA Conference Package (am snacks-buffet lunch)</i> | <i>400</i> | | |
| | <i>Friday, 18 October 2024</i> | <i>Crew Meals for CAAP Support Staff (lunch)</i> | <i>185</i> | | |
| | <i>Note: The number of participants shall be confirmed by CAAP two (2) weeks before the conference schedule; payment shall be based on the actual number of participants as confirmed by CAAP</i> | | | | |
| | 3. WAITERS, KITCHEN EQUIPMENT AND UTENSILS | | | | |

| | <p>a. All kitchen equipment, crockery, and cutlery shall be supplied by the Service Provider.</p> <p>b. The Service Provider shall ensure that all crockery and cutlery and other items to be used for the purpose of serving food must be always well-cleaned and well-kept in a hygienic and orderly manner; and</p> <p>c. All kitchen and service staff must be adequate and well-groomed to provide highly satisfactory and prompt service.</p> | | |
|--|---|-----------------|---|
| | F. Clients Satisfactory Rating | | |
| | Rating based on online reviews | | |
| RATING FACTOR | | ASSIGNED WEIGHT | |
| I | Availability | _____ x (0.3) | = |
| II | Location and Site Condition | _____ x (0.05) | = |
| III | Neighborhood Data | _____ x (0.05) | = |
| IV | Venue | _____ x (0.6) | = |
| Passing Rate: 90% | | | |
| Details of assigned weights are itemized in Annex A . | | | |

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Landbank cheque, within forty-five (45) days after Submission of Billing and User Acceptance of the product.

Payment shall be made on the actual number of participants.

Payment Details:

| | | |
|---------------------|---|-------|
| Banking Institution | : | _____ |
| Account Number | : | _____ |
| Account Name | : | _____ |

(should be the exact account
name

as registered in the bank:

Bank Branch

:

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

| <i>Lease of Venue for the 59th Directors General of Civil Aviation (DGCA) Conference</i> | |
|--|--|
| <i>Approved Budget for the Contract</i> | <i>Offered Quotation</i> |
| <i>Eight Million Five Hundred Five Thousand Five Hundred Pesos (PhP8,505,500.00)</i> | <i>In Words:</i> <i>In Figures:</i> |
| <i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i> | |

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address/es