



RFQ NO. 24-08-019

BIDS AND AWARDS COMMITTEE
NOTICE OF NEGOTIATED PROCUREMENT and REQUEST FOR QUOTATION
August 19, 2024

1. The Civil Aviation Authority of the Philippines (CAAP) through its Bids and Awards Committee intends to apply the sum amounting to **One Million Six Hundred Sixty-Nine Thousand Five Hundred Pesos** only (**Php1,669,500.00**), 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, **Procurement of Room Accommodation for the Steering Committee and Sub-Committee on the 59th Conference of the Directors General of Civil Aviation in Asia and Pacific Region (59th DGCA) in Mactan, Cebu on October 06 – 20, 2024.**
2. The **BAC** requests **Ms. Jericha Mhei T. Escriba**, Assistant Director of Sales of **Belmont Hotel Mactan** to submit a PRICE PROPOSAL inclusive of VAT. A proposal received more than the ABC shall be automatically rejected at the opening of Price Proposal.
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 Php500,000.00)

B. Technical Requirements:

1. Technical Specifications with Compliance Statement

C. Financial Requirements:

1. Original duly signed and accomplished Financial Bid Form (Form No. 1)



2. **Belmont Hotel Mactan** shall submit its quotation/proposal manually to the Bids and Awards Committee on or before **9:00am, 28 August 2024, thru email and hard copy** 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. The opening of Price Proposal 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 Price Proposal 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 price proposal 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 Bid No: _____

To: [name and address of the 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 figure] 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:

| 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 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 _____ 2024.

[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) | : | _____ |

1. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**, through its Bids and Awards Committee (BAC), intends to procure **Lease of Venue for Room Accommodation of the Steering Committee and Sub-Committee on the 59th Conference of the Directors General of Civil Aviation in Asia and Pacific Region (59th DGCA) in Mactan, Cebu on October 06 - 20, 2024** 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 Room Accommodation of the Steering Committee and Sub-Committee on the 59 th Conference of the Directors General of Civil Aviation in Asia and Pacific Region | Php1,669,500.00 |

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **9:00 AM of 28 August 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 & 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 Room Accommodation of the Steering Committee and Sub-Committee on the 59 th Conference of the Directors General of Civil Aviation in Asia and Pacific Region | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|-------------------|------------|--------------------|---|--------------------|---|--------------------|---|--------------------|----|--------------------|---|--------------------|----|--------------------|----|--------------------|---|--------------------|---|--------------------|---|--------------------|---|--------------|------------|
| Minimum Technical Specifications | Offered Technical Specification /Service | Statement of Compliance ("Comply" or "Not Comply") | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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: 06 to 20 October 2024 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>DATE OF OCCUPANCY</th> <th>NO. OF PAX</th> </tr> </thead> <tbody> <tr> <td>06-20 October 2024</td> <td>1</td> </tr> <tr> <td>09-20 October 2024</td> <td>1</td> </tr> <tr> <td>10-18 October 2024</td> <td>5</td> </tr> <tr> <td>11-18 October 2024</td> <td>17</td> </tr> <tr> <td>11-19 October 2024</td> <td>1</td> </tr> <tr> <td>12-15 October 2024</td> <td>13</td> </tr> <tr> <td>12-18 October 2024</td> <td>82</td> </tr> <tr> <td>12-19 October 2024</td> <td>4</td> </tr> <tr> <td>13-14 October 2024</td> <td>9</td> </tr> <tr> <td>13-18 October 2024</td> <td>2</td> </tr> <tr> <td>17-18 October 2024</td> <td>9</td> </tr> <tr> <td>TOTAL</td> <td>144</td> </tr> </tbody> </table> | | | DATE OF OCCUPANCY | NO. OF PAX | 06-20 October 2024 | 1 | 09-20 October 2024 | 1 | 10-18 October 2024 | 5 | 11-18 October 2024 | 17 | 11-19 October 2024 | 1 | 12-15 October 2024 | 13 | 12-18 October 2024 | 82 | 12-19 October 2024 | 4 | 13-14 October 2024 | 9 | 13-18 October 2024 | 2 | 17-18 October 2024 | 9 | TOTAL | 144 |
| DATE OF OCCUPANCY | NO. OF PAX | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 06-20 October 2024 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09-20 October 2024 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10-18 October 2024 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11-18 October 2024 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11-19 October 2024 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12-15 October 2024 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12-18 October 2024 | 82 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12-19 October 2024 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13-14 October 2024 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13-18 October 2024 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17-18 October 2024 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | 144 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | |
|---|---|-------------------|--------------------|--|--|
| | ROOM CATEGORY | NO. OF PAX | NO. OF ROOM | | |
| | DELUXE SINGLE OCCUPANCY | 29 | 29 | | |
| | DOUBLE DELUXE TWIN SHARING | 106 | 53 | | |
| | DOUBLE DELUXE TRIPLE SHARING | 9 | 3 | | |
| | TOTAL | 144 | 85 | | |
| II Location & Site Condition | | | | | |
| | <ol style="list-style-type: none"> 1. Must be Department of Tourism (DOT) accredited hotel or apartment. 2. Accessible and not more than 6 km from and to the DGCA Conference Venue 3. Accessible to and from the airport. 4. Ample cellular signal for all networks in the entire hotel. 5. Should have free parking space for small and large vehicles. | | | | |
| III Neighborhood Data | | | | | |
| | <ol style="list-style-type: none"> 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, telecommunications service providers, restaurants, and hospitals. | | | | |
| IV Venue | | | | | |
| | A. Structural Condition: The foundation is made of concrete and structural steel materials or both | | | | |
| | B. Rooms and Facilities | | | | |
| | <ol style="list-style-type: none"> 1. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing. 2. Continuous water supply & Accessible comfort rooms. 3. Compliance with the standards provided by the building code of the Philippines. 4. At least one (1) operational elevator for four (4) or more story buildings. 5. Accessible emergency exit and alarm, stand-by fire extinguishers and automatic sprinklers. | | | | |

| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none"> 6. Available telephone and/internet connection within the premises of the building. 7. Must have internet speed of 100 Mbps. 8. Room Accommodations Terms and Conditions. <ul style="list-style-type: none"> a. Room requirements <ul style="list-style-type: none"> i. Ensure air-conditioned rooms are located on non-smoking floors. ii. Rooms with separate or twin beds. iii. Complimentary bottled water is provided daily. iv. Free and reliable wireless connection. v. Must allow outside food and beverages inside the hotel room. b. Room Package <ul style="list-style-type: none"> i. Complimentary buffet breakfast. ii. Daily housekeeping, laundry services, concierge service. iii. Free access to and usage of hotel amenities and facilities (Business Centers, pool, gym, etc). c. Booking and Billing Arrangement <ul style="list-style-type: none"> i. The bidder must indicate until when can they hold the guest room accommodations. ii. CAAP reserves the right to adjust the number of rooms as necessary, with a maximum of two (2) weeks prior to the actual use of the rooms. Any increase in rooms upon CAAP's notification will be reflected and charge during the billing period. Billing will be based on the actual utilization of the rooms. | | |
| | C. Other Services | | |
| | <ul style="list-style-type: none"> 1. Provision of janitorial and maintenance services. 2. Designated contact person. 3. Adequate security services (24/7). 4. Use of energy efficient lighting (LED day light). 5. Option for multiple-use toiletries. | | |

| | 6. Compliance with Tourism Act 2009 as industry Standard. | | |
|--|---|-----------------|---|
| | D. 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

| Lease of Venue for Room Accommodation of the Steering Committee and Sub-Committee on the 59 th Conference of the Directors General of Civil Aviation in Asia and Pacific Region | |
|--|------------------------------|
| Approved Budget for the Contract | Offered Quotation |
| One Million Six Hundred Sixty-Nine Thousand Five Hundred Pesos Php1,669,500.00 | In Words: In Figures: |
| Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices | |

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile
Nos.

Email Address/es