



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**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 59<sup>TH</sup> DIRECTORS GENERAL OF CIVIL AVIATION (DGCA) CONFERENCE GALA NIGHT FOR OCTOBER 14, 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 THE 59 <sup>TH</sup> DIRECTORS GENERAL OF CIVIL AVIATION (DGCA) CONFERENCE GALA NIGHT FOR OCTOBER 14, 2024	PhP1,125,000.00

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 August 23, 2024**, subject to the compliance with the Terms and Conditions provided on this Request of Quotation (RFQ)

**ATTY. DANJUN C. LUCAS**  
Chairperson, Bids and Awards Committee  
BAC Office, PMO Building, CAAP, Mia Road, Pasay City  
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 2024 Mayors' or Business Permit; and
- b. Latest Income/Business Tax Return

For any clarification, you may contact the BAC Secretariat at (+632) 8246-4988 loc 2236 or send email to [bac@caap.gov.ph](mailto:bac@caap.gov.ph).

  
ATTY. DANJUN C. LUCAS

Chairperson, Bids and Awards Committee

**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 mandatory technical specifications (with asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 4) Quotations may be submitted through electronic mail at [bac@caap.gov.ph](mailto:bac@caap.gov.ph)
- 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. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the CAAPP. The delivery of the item/s shall be acknowledged upon delivery to confirm the compliance with the technical specifications.
10. 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.
11. 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
12. The procuring entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and it's 2016 revised IRR
13. 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 59 <sup>th</sup> Directors General of Civil Aviation (DGCA) Gala Night for October 14, 2024		
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.		
<b>REQUIREMENTS:</b>		
<b>I Availability</b>		
Inclusive date of occupancy/event A. Date of Event: 14 October 2024 B. Time 6 pm – 10 pm excluding time for setup		
<b>II Location &amp; Site Condition</b>		
1. Not more than 10 kms from the 59 <sup>th</sup> DGCA Conference Venue 2. At least 5-star rating hotel 3. Ample cellular signal for all networks in the entire hotel 4. Should have free parking space for small and large vehicles		
<b>III Neighborhood Data</b>		
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		
<b>IV Venue</b>		
<b>A. Structural Condition:</b> The foundation is made of concrete and structural steel materials or combination of both		

	<b>B. Functionality</b>		
	1. Banquet Hall		
	<ul style="list-style-type: none"> <li>a. Complimentary provision and conduct of food tasting to evaluate the food to be served (to be scheduled)</li> <li>b. To be held indoor with sufficient space to accommodate at least 450 guests <ul style="list-style-type: none"> <li>▪ Air-conditioned</li> <li>▪ Well lighted venue</li> <li>▪ Usage of four (4) hours excluding ingress time of set-up and</li> <li>▪ Reliable and good quality audio-visual system and equipment</li> </ul> </li> <li>c. With LED screen</li> <li>d. Able to provide appropriate entertainment performers during the dinner</li> <li>e. Confirmed number of persons to be determined before the expiration of the option date</li> </ul>		
	<b>C. Rooms and Facilities</b>		
	<ul style="list-style-type: none"> <li>a. Compliant to basic protective safety measures Against COVID-19 and guidelines on social distancing</li> <li>b. Continuous water supply &amp; Accessible comfort rooms (separate male and female)</li> <li>c. Compliance with the standards provided by the building code of the Philippines</li> <li>d. At least two (2) operational elevators or escalators for four (4) or more storey buildings</li> <li>e. Accessible emergency exit and alarm, standby fire extinguishers and automatic sprinklers</li> <li>f. Available telephone and/internet connection within the premises of the building</li> </ul>		
	<b>D. Other Services</b>		
	<ul style="list-style-type: none"> <li>a. Provision of janitorial and maintenance services</li> <li>b. Designated contact person</li> <li>c. Adequate security services (24/7)</li> <li>d. Use of energy efficient lighting (LED day light)</li> <li>e. Option for multiple-use toiletries</li> <li>f. Compliance with Tourism Act 2009 as industry Standard</li> </ul>		



	<b>E. Catering Services</b>		
	<ol style="list-style-type: none"> <li>1. Restaurants or Dining Area and Other Space Requirements               <ol style="list-style-type: none"> <li>a. Has sufficient manpower to provide dining services to guests</li> <li>b. Has sufficient and good quality crockery and cutlery and elegant buffet and table settings</li> </ol> </li> </ol>		
	<ol style="list-style-type: none"> <li>2. Food/Meals               <ol style="list-style-type: none"> <li>a. Provide a Dinner Buffet for at least 450 pax</li> <li>b. Free flowing coffee, tea and purified water throughout the event</li> <li>c. Proposed menu shall be submitted subject to the approval of the CAAP</li> <li>d. Shall be a set-up of two-way buffet station</li> <li>e. All food and beverage shall be prepared, served, and presented appetizingly and shall be of high-quality and balance proportioning.</li> <li>f. 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.</li> <li>g. 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.</li> <li>h. Ensure adequate supply, preparation, serving, and replenishment of CAAP-approved food</li> <li>i. Complimentary provision and conduct of food tasting to be scheduled at least two weeks before the event.</li> <li>j. 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</li> <li>k. 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.</li> </ol> </li> </ol>		
	<ol style="list-style-type: none"> <li>3. Waiters, Kitchen Equipment And Utensils               <ol style="list-style-type: none"> <li>a. All kitchen equipment, crockery, and cutlery shall be supplied by the Service Provider.</li> </ol> </li> </ol>		

	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 c. All kitchen and service staff must be adequate and well-groomed to provide highly satisfactory and prompt service.		
	<b>F. Clients Satisfactory Rating</b>		
	Rating based on online reviews		

RATING FACTOR		ASSIGNED WEIGHT	
I	Availability	_____ x (0.1)	=
II	Location and Site Condition	_____ x (0.3)	=
III	Neighborhood Data	_____ x (0.1)	=
IV	Venue	_____ x (0.5)	=
Passing Rate: 90%			

#### FINANCIAL OFFER:

##### Terms of Payment:

Single Advance Payment may be requested but shall not exceed fifty percent (50%) of the contract amount pursuant to Sec 4.3 of Annex D of IRR of RA No. 9184.

Payment shall be made through land bank's LDDAP-ADA/bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

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 the 59 <sup>th</sup> Directors General Of Civil Aviation (DGCA) Conference Gala Night for October 14, 2024	
Approved Budget for the Contract	Offered Quotation
PhP1,125,000.00	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