



**RFQ NO. 2025-02-001**

**BIDS AND AWARDS COMMITTEE**  
**NOTICE OF NEGOTIATED PROCUREMENT and REQUEST FOR QUOTATION**  
**19 February 2025**

1. The Civil Aviation Authority of the Philippines (CAAP) through its Bids and Awards Committee intends to apply the sum amounting to **ONE MILLION FOUR HUNDRED TEN THOUSAND PESOS** only (PHP1,410,000.00), 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, **LEASE OF VENUE FOR ATO SUMMIT 2025 on March 13 – 14, 2025.**
2. The BAC requests **Ms. Fhey! Arriola-Tisang, Senior Sales Manager** of **Manila Prince by The Manila Hotel** 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; and
3. 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. **Manila Prince by The Manila Hotel** shall submit its quotation/proposal manually to the Bids and Awards Committee on or before **9:00AM** on **28 February 2025** at the **3<sup>rd</sup> 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.**

1. The opening of Price Proposal shall be held physically at the **3<sup>rd</sup> Floor Supply, Procurement Building, Civil Aviation Authority of the Philippines, MIA Road corner Ninoy Aquino Avenue 1300 Pasay City, Metro Manila**, 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](mailto: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
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>(if none, state "None")</i>		

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 \_\_\_\_\_ 2025.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No : \_\_\_\_\_

<i>Company/Business Name</i>	:	_____
<i>Address</i>	:	_____
<i>Business/Mayor's Permit Number</i>	:	_____
<i>TIN</i>	:	_____
<i>Philgeps Registration Number (required)</i>	:	_____

The CIVIL AVIATION AUTHORITY OF THE PHILIPPINS (CAAP), through its Bids and Awards Committee (BAC), intends to procure LEASE OF VENUE FOR ATO SUMMIT 2025 which includes function halls, audio-visual rental, entertainment, meals and other incidental, through Section 53.10 (Negotiated Procurement – Lease of Real Property and Venue) of the revised Implementing Rules and Regulations of Republic Act. No. 9184

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	LEASE OF VENUE FOR ATO SUMMIT 2025	PHP1,410,000.00

Please submit your duly signed quotation to the Bids and Awards Committee (BAC) Chairperson and to the give address below, on or before 9:00AM of 28 February 2025, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ)

### **ATTY. DANJUN G. LUCAS**

Chairperson, Bids and Awards Committee  
BAC Office, CAAP, MIA Road, Pasay City  
Telephone No. (+632) 8246-4988 loc 2236  
Email: [bac@caap.gov.ph](mailto: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 Valid 2025 Mayors' or Business Permit
- b. Latest Income/Business Tax Return; and
- c. Valid Philgeps Certificate

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 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 encourage to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidder 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 supporting documents (i.e., a price quotation in 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 specification (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. Bidder shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed 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 shall be 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.
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 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 course 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 ATO Summit		
Minimum Technical Specification	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
I. Availability		
Inclusive Date of Occupancy/Event A. Date of Event 13 & 14 March 2025 B. Time Excluding Time for Setup 7:00AM to 9:00PM		
II. Location & Site Condition		
A. At least Business Hotel with adequate facilities B. Offers a sophisticated and serene ambiance C. Ample Cellular signal for all networks in the entire hotel D. Should have free parking space for small and large vehicles		
III. Neighborhood Data		
A. Proper waste management system such as regular garbage collection and with sanitary permit from appropriate authorities B. Proximity to police, fire station, banks, restaurants and hospital.		
IV. Venue		
A. Structural Condition: The foundation is made of concrete and structural steel material or combination of both or tension structures		
B. Function Hall To be held indoor 7:00AM to 7:00PM excluding time for setup with sufficient space to accommodate at least 250 pax per day <ul style="list-style-type: none"> <li>• Air-conditioned</li> <li>• Well lighted venue</li> <li>• Usage of twelve (12) hours</li> <li>• Ingress time of set up</li> <li>• Reliable and good quality audio-visual system and equipment</li> </ul>		

<ul style="list-style-type: none"> <li>• One (1) breakout room for 1:00pm to 3:00pm for at least 80 pax per day</li> <li>• Stage and podium</li> <li>• Table for the guest must be rectangular in shape and must be arrange like a class room type setting</li> </ul>		
<p>C. Audio-Visual Equipment</p> <ol style="list-style-type: none"> <li>1. Sound system must cover all areas of the event, including at least the following: <ul style="list-style-type: none"> <li>• 2 Front active speakers</li> <li>• 2 Delay speakers</li> <li>• 4 Monitor speakers</li> <li>• 2 Sub Speakers</li> <li>• 3 Vocal Microphones</li> </ul> </li> <li>2. Two (2) panels for LED wall.</li> <li>3. The supplier shall ensure that all cables are neatly laid out and managed.</li> <li>4. The supplier shall ensure that spare equipment (i.e. microphones, speakers, cable, etc.) are available during the event.</li> <li>5. The supplier shall ensure full compatibility of all equipment to be provided by the suppliers.</li> <li>6. All peripherals that are not specifically mentioned but are necessary to operate the system shall be provided by the supplier.</li> </ol>		
<p>D. Rooms and Facilities</p> <ol style="list-style-type: none"> <li>1. Continuous water supply &amp; accessible comfort rooms (separate male and female).</li> <li>2. Compliance with the standards provided by the building code of the Philippines.</li> <li>3. Accessible emergency exit and alarm, standby fire extinguishers and automatic sprinklers.</li> </ol>		

4. Available telephone and internet connection within the premises of the building.		
<p>E. Other Services</p> <ol style="list-style-type: none"> <li>1. Provision of Janitorial and Maintenance Services.</li> <li>2. Designated contact person.</li> <li>3. Adequate security services (24/7).</li> <li>4. Use of energy efficient lightning (LED day light).</li> <li>5. Option for multiple-use toiletries.</li> <li>6. Compliance with tourism act 2009 as industry standard.</li> </ol>		
<p>F. Catering Services</p> <ol style="list-style-type: none"> <li>1. Restaurant or Dining Area and Other Space Requirements <ul style="list-style-type: none"> <li>• Has sufficient manpower to provide dining services to guests.</li> <li>• Has sufficient and good quality crockery and cutlery and elegant buffet and table settings.</li> </ul> </li> <li>2. Food/Meals <ul style="list-style-type: none"> <li>• Provide the following meals for a minimum of 250 pax per day</li> <li>• Filipino themed snacks</li> <li>• Buffet during lunch</li> <li>• Free flowing coffee, tea and purified water throughout the event</li> <li>• Proposed menu shall be submitted subject to the approval of CAAP</li> <li>• Shall be a set-up of two-way buffet station</li> <li>• All food and beverage shall be prepared, served, and presented appetizingly and shall be of high quality and balance proportioning</li> <li>• Meat, vegetables, fruits, and salads shall be purchased as</li> </ul> </li> </ol>		

<p>fresh as possible. All basic ingredients and those used in preparations shall be of high quality</p> <ul style="list-style-type: none"> <li>• The catering service provider must be able to serve attendees/guest who require pescatarian, vegetarian, vegan, no seafood, no pork, or no lard food.</li> <li>• Ensure adequate supply, preparation serving and replenishment of CAAP-Approved food</li> <li>• Complimentary provision and conduct of food tasting to be scheduled at least two weeks before the event,</li> <li>• Ensure that the purchase and delivery of fresh and high-quality food and nonfood 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>• Buffet tables and chairs are provided with good quality table linens consistent with CAAP approved colors and shall be set up at least 1 day prior the event.</li> </ul> <p>3. Waiter, Kitchen Equipment and Utensils</p> <ul style="list-style-type: none"> <li>• All kitchen equipment, crockery, and cutlery shall be supplied by the service provider.</li> <li>• The service provider shall ensure that all crockery and cutlery and other items to</li> </ul>		
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be used for the purpose of serving food must be always well-cleaned and well kept in a hygienic and orderly manner; and <ul style="list-style-type: none"> <li>All kitchen and service staff must be adequate and well-groomed to provide highly satisfactory and prompt service.</li> </ul>		
G. Client Satisfactory Rating 1. Rating based on online reviews		

RATING FACTOR	ASSIGNED WEIGHT
I. Availability	_____ x (0.05) =
II. Location and Site Condition	_____ x (0.5) =
III. Neighborhood Data	_____ x (0.05) =
IV. Venue	_____ x (0.4) =
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 ATO Summit	
Approved Budget for the Contract	Offered Quotation
	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