



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**REQUEST FOR QUOTATION**

The Tourism Infrastructure and Enterprise Zone Authority (TIEZA) through its Bids and Awards Committee undertake a procurement under Lease of Real property or Venue for the **LEASE OF VENUE INCLUDING ACCOMMODATION AND MEALS FOR THE TEAMING WORKSHOP: TEAMING ALIGNMENT ACTIVITY (MANAGEMENT TEAM) ON MARCH 17-18, 2022 AS PER PR NO. 22-03-0115**, in accordance with Section 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **LEASE OF VENUE INCLUDING ACCOMMODATION AND MEALS FOR THE TEAMING WORKSHOP: TEAMING ALIGNMENT ACTIVITY (MANAGEMENT TEAM) ON MARCH 17-18, 2022 AS PER PR NO. 22-03-0115**

Approved Budget for the Contract : Three Hundred Thousand Pesos (PhP 300, 000.00)

Description : **1 lot LEASE OF VENUE INCLUDING ACCOMMODATION AND MEALS FOR THE TEAMING WORKSHOP: TEAMING ALIGNMENT ACTIVITY (MANAGEMENT TEAM) ON MARCH 17-18, 2022**

*Inclusions:*

**1. Availability**

Date: March 17-18, 2022 (Overnight)

**2. Location**

Area: Clark-Subic

Free parking space reserve with venue

**3. Venue**

1 Conference room that can accommodate 45-50 pax

Cluster set-up

No obstructing pillars

Amenities include: Secretariat's table pads, pencil, mints, candies and nuts, wireless microphone – 3 units

Free and steady Wi-Fi connection, waived electricity charges for use of laptops and other equipment

Audible / operational sound system, LCD projector and screen – 1 unit

Free use of extension wires, white board with marker and eraser

Flip charts, rostrum and onsite technical support

**4. Facilities**

Room arrangement for the overnight stay: At least 22-25 twin / triple sharing rooms (separate beds) inclusive of complimentary breakfast for 45-50 pax

Free and steady Wi-Fi connection

**5. Catering Service**

Location must be inside the function room and/or outside but near the function room

Meals for 45-50 pax on 17-18 March 2022 composed of the following:

17 March: AM snacks, lunch, PM snacks, dinner

18 March: Complimentary breakfast, AM snack, lunch, PM snacks

At least one (1) round of iced tea/juice for every meal/every snack

Provision of free-flowing coffee, tea, distilled water

Date of Activity : March 17-18, 2022

1. Valid and current **Mayor's Permit** or Proof of Application in case expired;
2. **Income/Business Tax Return**(required for projects with ABC above Php500, 000.00),
3. **PhilGEPS Registration Number**
4. **Price Quotation Form** (***BIDDERS ARE REQUIRED TO USE THE ATTACHED***) upon submission of proposal.

A password protected electronic copy of the quotation and above requirements (in pdf/img/jpg format) shall be sent to the BAC Secretariat at **tiezabac.online@gmail.com on or before 1:00 PM of March 14, 2022.** Please indicate in the email subject the Name of the Project. **Deadline of submission is 1:00 PM of March 14, 2022.**

A system-generated acknowledgement reply shall be sent to the supplier's email indicating the actual date and time of receipt of the submission.

Suppliers shall then send another email to the BAC Secretariat at **tiezabac.online@gmail.com**, indicating the password of the previously sent electronic files **after 1:00 pm up to 2:00 pm of March 14, 2022.**

**Same time submission of password-protected quotation and password shall not be considered.**

Please indicate the following in the email subject:

- PR No./Name of the Project/"Password"

Prior to the deadline of submission of quotations, a submitted quotation may be modified, revised, or replaced by the interested suppliers. They may send the modified or revised version of their electronic quotations and required documents to **tiezabac.online@gmail.com prior to the scheduled bid opening.**

Please indicate the following in the email subject:

- PR No./Name of the Project/"Modified Submission"

No modification or alteration of quotation shall be allowed after the abovementioned closing time and date.

Please note that quotations submitted beyond the deadline (late submission) shall not be opened and deemed disqualified.

Non submission of any of the required documents shall be a ground for disqualification.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above.

In case there is none or the required number of quotations are not received, the above-stated deadline for submission of quotation/proposal shall be extended three (3) times in accordance with Annex H of the 2016 Revised IRR of R.A. 9184.

For inquiries, you may contact **BAC Secretariat at 8249-5986 Local 713/714** every Monday to Thursday 8:00 am to 4:00 pm.



**ENGR. NESTOR M. DOMALANTA**  
Chairperson  
Bids and Awards Committee