



REQUEST FOR QUOTATION / PROPOSAL

The Civil Aviation Authority of the Philippines (CAAP), through its Bids and Awards Committee – Bravo, will undertake a **Negotiated Procurement – Lease of Real Property and Venue** for the project described below for Fiscal Year 2025, pursuant to Section 35.9 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, otherwise known as the “New Government Procurement Act.”

RFQ No. : **2026-01-0001**
Name of the project : **LEASE OF VENUE WITH FULL-BOARD
ACCOMMODATION FOR CSIS 1ST QUARTER AREA
MEETING AND PROJECT IMPLEMENTATION
WORKSHOP ON FEBRUARY 8 – 14, 2026**
Approved Budget for : **₱1,822,733.33**
Contract (ABC)

I. SUBMISSION OF DOCUMENTS

In this connection, the Bids and Awards Committee – Bravo respectfully requests **Mx. QUEEN LUCAS**, Sales Manager of **BELMONT HOTEL MANILA**, to submit a quotation/proposal inclusive of VAT, which must be properly paginated, tabbed, sealed in a long brown envelope, and arranged chronologically in accordance with the checklist below:

Requirements:

1. Valid PhilGEPS Registration Certificate (Platinum Membership) – all pages;
2. Valid Mayor's/Business Permit;
3. Latest Income and/or Business Tax Return (Annual or Quarterly) for ABC Above ₱500,000.00;
4. Duly accomplished Request for Quotation/Proposal Form, in the prescribed format as attached.

II. QUOTATION VALIDITY AND SUBMISSION DETAILS

All price quotations shall remain **valid for FORTY-FIVE (45) calendar days** from the date of submission.

Interested suppliers shall submit their quotation/proposal in person, enclosed in a sealed long brown envelope, on or before 30 JAN 2025, not later than 9:00 A.M., at the address indicated below.

3rd Floor, Procurement Division
General Services Building
Civil Aviation Authority of the Philippines
Old MIA Road, Pasay City, Metro Manila

Late submissions shall not be accepted and shall be deemed non-compliant.
All submissions shall be addressed to:

BAC SECRETARIAT

Bids and Awards Committee – Bravo
Civil Aviation Authority of the Philippines
Old MIA Road, Pasay City, Metro Manila

Any quotation or proposal exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.

III. EVALUATION AND AWARD OF CONTRACT

The contract shall be awarded to the supplier, contractor, or consultant determined to have submitted the Single or Lowest Calculated and Responsive Quotation (S/LCRQ) for goods and infrastructure projects, the Most Economically Advantageous and Responsive Quotation (MEARQ), or, in the case of consulting services, the Single or Highest Rated and Responsive Proposal (S/HRRP), in accordance with Section 66 of the IRR of Republic Act No. 12009.

V. OTHER CONDITIONS

Any interlineations, erasures, or overwriting in the submitted documents shall be considered valid only if they are signed or initialed by the bidder or their duly authorized representative. In the event of delay or failure to perform contractual obligations, liquidated damages, if applicable, shall be imposed in accordance with Section 71 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009, or as otherwise provided in the contract.

Issued, this 29 JAN 2025 at the Civil Aviation Authority of the Philippines – Central Office Complex, Pasay City.



ATTY. DANJUN G. LUCAS

Chairperson, Bids and Award Committee – Bravo
Civil Aviation Authority of the Philippines



REQUEST FOR QUOTATION

Date: _____

RFQ No. 2026-01-0001

Company/Business Name : _____
 Address : _____
 Business/Mayor’s Permit No.: : _____
 TIN: : _____
 PhilGEPS Registration Number : _____
 (required): _____

Name of the project	: LEASE OF VENUE WITH FULL-BOARD ACCOMMODATION FOR CSIS 1ST QUARTER AREA MEETING AND PROJECT IMPLEMENTATION WORKSHOP ON FEBRUARY 8 - 14, 2026
Approved Budget for Contract (ABC)	: ₱1,822,733.33

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4. Duly accomplished and signed Request for Quotation/Proposal

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	LEASE OF VENUE WITH FULL-BOARD ACCOMMODATION FOR CSIS 1ST QUARTER AREA MEETING AND PROJECT IMPLEMENTATION WORKSHOP ON FEBRUARY 8 – 14, 2026	PHP1,822,733.33

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 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 electronic mail at bac@caap.gov.ph
5. Quotations, including documentary requirements, 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 initialed 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 Civil Aviation Authority of the Philippines – Bids and Award Committee – Bravo shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB 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 CAAP. The delivery of the item/s shall be acknowledged upon the 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 GPPB-TSO 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 its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents 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:

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: February 08 - 14, 2026 B. Room Category: <table border="1" data-bbox="212 824 722 1155"> <thead> <tr> <th>Description</th> <th>No. of Pax</th> <th>No. of Rooms</th> </tr> </thead> <tbody> <tr> <td>Deluxe Twin Sharing</td> <td>46</td> <td>23</td> </tr> <tr> <td>Single Occupancy</td> <td>6</td> <td>6</td> </tr> <tr> <td>Total</td> <td>52</td> <td>29</td> </tr> </tbody> </table>	Description	No. of Pax	No. of Rooms	Deluxe Twin Sharing	46	23	Single Occupancy	6	6	Total	52	29		
Description	No. of Pax	No. of Rooms												
Deluxe Twin Sharing	46	23												
Single Occupancy	6	6												
Total	52	29												
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														

<p>material or combination of both or tension structures</p>		
<p>B. Function Hall To be held indoor 7:00AM to 7:00PM excluding time for setup with sufficient space to accommodate at least 52 pax per day.</p> <ul style="list-style-type: none"> • Air-conditioned • Well lighted venue • Usage of twelve (12) hours • Ingress time of set up • Reliable and good quality audio-visual system and equipment • Stage and podium • Table for the guest must be rectangular in shape and must be arrange like a class room type setting 		
<p>C. Audio-Visual Equipment</p> <ol style="list-style-type: none"> 1. Sound system must cover all areas of the event: Basic Sound System with 4 microphones 2. One (1) Projector Screen and one (1) Projector 3. The supplier shall ensure that all cables are neatly laid out and managed. 4. The supplier shall ensure that spare equipment (i.e. microphones, speakers, cable, etc.) are available during the event. 5. The supplier shall ensure full compatibility of all equipment to be provided by the suppliers. 6. All peripherals that are not specifically mentioned but are necessary to operate the system shall be provided by the supplier. 		
<p>D. Rooms and Facilities</p>		

<ol style="list-style-type: none"> 1. Continuous water supply & accessible comfort rooms (separate male and female). 2. Compliance with the standards provided by the building code of the Philippines. 3. Accessible emergency exit and alarm, standby fire extinguishers and automatic sprinklers. 4. Available telephone and internet connection within the premises of the building. 5. At least one (1) operational elevator for four (4) or more storey buildings. 6. Room Accommodations Terms and Conditions: <ol style="list-style-type: none"> a. Ensure air-conditioned rooms are located on non-smoking floors. b. Rooms with separate or twin beds. c. Complimentary bottled water is provided daily. d. Free and reliable wireless connection. 7. Room Package: <ol style="list-style-type: none"> a. Complimentary buffet breakfast b. Daily housekeeping c. Free access to and usage of hotel facilities (Business Center, pool, gym, etc.) 		
<p>E. Other Services</p> <ol 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 lightning (LED day light). 5. Option for multiple-use toiletries. 		

<p>6. Compliance with tourism act 2009 as industry standard.</p>		
<p>F. Catering Services</p> <p>1. Restaurant or Dining Area and Other Space Requirements</p> <ul style="list-style-type: none"> • Has sufficient manpower to provide dining services to guests. • Has sufficient and good quality crockery and cutlery and elegant buffet and table settings. <p>2. Food/Meals</p> <ul style="list-style-type: none"> • Provide the following meals for a minimum of 52 pax per day • AM and PM snacks • Buffet during lunch and dinner • Free flowing coffee, tea and purified water throughout the event • Proposed menu shall be submitted subject to the approval of CAAP • Shall be a set-up of two-way buffet station • All food and beverage shall be prepared, served, and presented appetizingly and shall be of high quality and balance proportioning • 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 • The catering service provider must be able to serve attendees/guest who require pescatarian, vegetarian, vegan, no seafood, no pork, or no lard food. 		

<ul style="list-style-type: none"> • Ensure adequate supply, preparation serving and replenishment of CAAP-Approved food • Complimentary provision and conduct of food tasting to be scheduled at least two weeks before the event, • 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 • 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. <p>3. Waiter, Kitchen Equipment and Utensils</p> <ul style="list-style-type: none"> • All kitchen equipment, crockery, and cutlery shall be supplied by the service provider. • 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 • All kitchen and service staff must be adequate and well-groomed to provide highly satisfactory and prompt service. 		
G. Client Satisfactory Rating		

1. Rating based on online reviews		
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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

<p><u>Terms of Payment</u></p> <p>Single Advance Payment may be requested but shall not exceed Fifty Percent (50%) of the contract amount subject to usual government accounting rules and regulation.</p> <p>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.</p> <p>Payment shall be made on the actual number of participants.</p> <p><u>Payment Details:</u></p> <p>Banking Institution : _____</p> <p>Account Number : _____</p> <p>Account Name : _____ (Should be the exact account name as registered in the bank)</p> <p>Bank Branch : _____</p>
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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

<p>LEASE OF VENUE WITH FULL-BOARD ACCOMMODATION FOR CSIS 1ST QUARTER AREA MEETING AND PROJECT IMPLEMENTATION WORKSHOP ON FEBRUARY 8 - 14, 2026</p>
