



REQUEST FOR QUOTATION

Date: November 11, 2024
 RFQ No.: RFQ-2024-081

Company/Business Name: _____
 Address: _____
 TIN: _____

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Meals for Basic Course on Passenger Service for the BOC personnel of the Port of Clark thru Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the Item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you and your duly authorized representative not later than the deadline on **15 November 2024 at 8:00 A.M.**

MA. LUISA M. NOTARIO
 Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)												
lot	1	Meals for Basic Course on Passenger Service for the BOC personnel of the Port of Clark Location: Clark, Pampanga Date: November 25 - 28, 2024 (Four Days) Number of Participants: 74 persons Batch 1 - November 25 - 26, 2024 - 33 pax Batch 2 - November 27 - 28, 2024 - 41 pax														
pax	33	Batch 1 - November 25 - 26, 2024 - 33 pax	₱ 676.67	₱ 44,660.22												
pax	41	Batch 2 - November 27 - 28, 2024 - 41 pax	₱ 676.67	₱ 55,486.94												
Requirements: Batch 1 <table border="1"> <thead> <tr> <th>Inclusions</th> <th>25-Nov</th> <th>26-Nov</th> </tr> </thead> <tbody> <tr> <td>AM Snack</td> <td>X</td> <td>X</td> </tr> <tr> <td>Lunch</td> <td>X</td> <td>X</td> </tr> <tr> <td>PM Snack</td> <td>X</td> <td>X</td> </tr> </tbody> </table>					Inclusions	25-Nov	26-Nov	AM Snack	X	X	Lunch	X	X	PM Snack	X	X
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Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance Note: The following documents are also required to be submitted along with your quotation on the specified deadline above: 1. Latest copy of Mayor's / Business Permit 2. PhilGEPS Registration Number 3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO) ***Nothing Follows***																
Total				₱ 100,147.16												

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by:
 Ray-ann V. Sorilla
 Administrative Officer V



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MA. LUISA M. NOTARIO
 Director IV

MEU.

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lot	1	Meals for Basic Course on Passenger Service for the BOC personnel of the Port of Cebu Location: Metro Cebu Date: November 25 - 28, 2024 (Four Days) Number of Participants: 74 persons Batch 1 - November 25 - 26, 2024 - 33 pax Batch 2 - November 27 - 28, 2024 - 41 pax Requirements: Batch 1 <table border="1"> <thead> <tr> <th>Inclusions</th> <th>25-Nov</th> <th>26-Nov</th> </tr> </thead> <tbody> <tr> <td>AM Snack</td> <td>X</td> <td>X</td> </tr> <tr> <td>Lunch</td> <td>X</td> <td>X</td> </tr> <tr> <td>PM Snack</td> <td>X</td> <td>X</td> </tr> </tbody> </table> Batch 2 <table border="1"> <thead> <tr> <th>Inclusions</th> <th>27-Nov</th> <th>28-Nov</th> </tr> </thead> <tbody> <tr> <td>AM Snack</td> <td>X</td> <td>X</td> </tr> <tr> <td>Lunch</td> <td>X</td> <td>X</td> </tr> <tr> <td>PM Snack</td> <td>X</td> <td>X</td> </tr> </tbody> </table> Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance Note: The following documents are also required to be submitted along with your quotation on the specified deadline above: 1. Latest copy of Mayor's / Business Permit 2. PhilGEPS Registration Number 3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO) ***Nothing Follows***	Inclusions	25-Nov	26-Nov	AM Snack	X	X	Lunch	X	X	PM Snack	X	X	Inclusions	27-Nov	28-Nov	AM Snack	X	X	Lunch	X	X	PM Snack	X	X		
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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s above articles/merchandise.

Canvassed by:

Ray-ann V. Sorilla
 Administrative Officer V

 Signature over Printed Name

 Position/Designation

 Office Telephone/Fax/Mobile Nos.

 Email address/es

Annex A

Technical Specifications	
Project Title:	Meals for Basic Course on Passenger Service for the BOC personnel of the Port of Clark
Approved Budget for the Contract (ABC):	Php 100,147.16
<p><i>Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification". Statement of "comply" or any equivalent term must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence (if applicable)</i></p>	
Specification	Bidder's Statement of Compliance
<p>Meals for Basic Course on Passenger Service for the BOC personnel of the Port of Cebu Location: Metro Cebu</p> <p>Date: November 25 - 28, 2024 Batch 1: Nov 25 - 26,2024 Pax: 33</p> <p>Batch 2: Nov 27 - 28, 2024 Pax: 41</p>	<i>(please fill-out)</i>
<p>Can accommodate a maximum of 31-35 participants per event day on Batch 1 Can accommodate a maximum of 41-45 participants per every day on Batch 2</p>	<i>(please fill-out)</i>
<p>AM and PM Snacks - Pasta/Bread/Native Delicacies and Juice or Soft Drinks</p> <p>Lunch - 3 viands (1 serving of fish viand, 1 serving of chicken/beef viand, and 1 serving of vegetable viand), soup, rice, dessert, and drinks.</p> <p>Inclusions - With free flowing coffee and water - Assisted or Managed buffet / buffet table setup - Food Restictions : No pork</p>	<i>(please fill-out)</i>

<p>The bidder shall include MENU PROPOSALS compliant with the requirements in the attached Request for Quotation</p>	<p><i>(please fill-out)</i></p>			
<p>The Caterer should provide sufficient servers, plates, utensils, cutleries, glasses and tables, and chairs for the activity.</p>	<p><i>(please fill-out)</i></p>			
<p>The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.</p>	<p><i>(please fill-out)</i></p>			
<p><i>I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.</i></p>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; text-align: center;"> <p>_____</p> <p>Name of Company</p> </td> <td style="width: 33%; border: none; text-align: center;"> <p>_____</p> <p>Signature and name of Authorized Representative</p> </td> <td style="width: 33%; border: none; text-align: center;"> <p>_____</p> <p>Date</p> </td> </tr> </table>		<p>_____</p> <p>Name of Company</p>	<p>_____</p> <p>Signature and name of Authorized Representative</p>	<p>_____</p> <p>Date</p>
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