



DEPARTMENT OF FINANCE  
**PHILIPPINE TAX ACADEMY**

Roxas Boulevard corner Pablo Ocampo Sr. Street  
Manila 1004



## REQUEST FOR QUOTATION

Date: November 12, 2024  
RFQ No.: RFQ-2024-082

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Lease of Venue with Accommodation and Meals for BIR Training Workshop on Competency Management System (CMS) - Monitoring & Evaluation Manual (Course/Curriculum Development) Writeshop** thru **Section 53.10 (Negotiated Procurement – Lease of Real Property and Venue)** 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 **22 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)																																
pax	100	<p>Lease of Venue with Accommodation and Meals for BIR Training Workshop on Competency Management System (CMS) - Monitoring &amp; Evaluation Manual (Course/Curriculum Development) Writeshop</p> <p>Location: Outside Metro Manila Date: November 27 - 29, 2024 Number of Participants: 100 persons</p> <p><b>Workshop Requirements:</b></p> <table border="1"><thead><tr><th>Inclusions (pax)</th><th>27-Nov</th><th>28-Nov</th><th>29-Nov</th></tr></thead><tbody><tr><td>Use of Function Room</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Accommodation</td><td>X</td><td>X</td><td></td></tr><tr><td>Breakfast</td><td></td><td>X</td><td>X</td></tr><tr><td>AM Snack</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Lunch</td><td>X</td><td>X</td><td>X</td></tr><tr><td>PM Snack</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Dinner</td><td>X</td><td>X</td><td></td></tr></tbody></table> <p>a. <b>Accommodation:</b> For One Hundred (100) Person: Standard Twin Sharing</p>	Inclusions (pax)	27-Nov	28-Nov	29-Nov	Use of Function Room	X	X	X	Accommodation	X	X		Breakfast		X	X	AM Snack	X	X	X	Lunch	X	X	X	PM Snack	X	X	X	Dinner	X	X		₱ 3,500.00	₱ 875,000.00
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		<b>Total</b>		<b>₱ 875,000.00</b>

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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
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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**



**TABLE OF RATING FACTOR FOR LEASE OF VENUE**

<b>Requirement:</b>	Lease of Venue with Meals
<b>Project Title:</b>	Lease of Venue with Accommodation and Meals BIR Training Workshop on Competency Management System (CMS) - Monitoring & Evaluation Manual (Course/Curriculum Development) Writeshop
<b>Approved Budget for the Contract (ABC):</b>	Php 875,000.00
<b>RATING FACTORS</b>	<b>ASSIGNED WEIGHT (%)</b>
<b>Technical Specification</b>	
<b>I. Availability</b>	<b>100</b>
1. November 27 - 29, 2024	
<b>II. Location and Site Condition</b>	<b>100</b>
<b>1. Accessibility</b>	(50)
a. Hotel outside Metro Manila	
<b>2. Parking Space</b>	(50)
a. Ample Parking Space	
<b>III. Neighborhood Data</b>	<b>100</b>
a. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority	(25)
<b>2. Proximity to Police and fire station</b>	(25)
<b>3. Proximity to Restaurant</b>	(25)
<b>4. Proximity to Banking and Postal</b>	(25)
<b>IV. Venue</b>	<b>100</b>
<b>1. Structural condition</b> - The foundation is made of concrete and structural steel materials or a combination of both.	(15)
<b>2. Functionality</b>	
a. Conference Rooms	(15)
- Must provide One (1) Training Venue fitted for One Hundred (100) participants	
- Four (4) flipcharts, Four (4) Permanent Markers, Four (4) whiteboards, and Four (4) whiteboard markers	
- Podium/Lectern	
- Clustered classroom set-up	
- Chairs with cushion	
- Tables with cloth	
- Registration Table	
b. Accommodation for One Hundred (100) persons with separate beds: Twin Sharing standard room amenities	
c. Light, Ventilation, and Air Conditioning	(5)
d. Space Requirements	(5)
<b>3. Facilities</b>	
a. Water supply and toilet	(5)

b. Lighting system	(5)
c. Elevators	(5)
d. Fire escapes	(5)
e. Fire fighting equipment	(5)
f. Internet and Telecommunications	(5)
- Stable Wi-Fi Connection (at least 50 mbps)	
g. Audio visual equipment	(5)
- Two (2) Large Projector Screen and Two (2) Projectors	
- Sound System with at least Four (4) Wireless Microphones w/ disposable covers	
- Provision of Additional Screens allowing participants for clear view and to keep them engaged	
<b>4. Other requirements</b>	
a. Maintenance	(5)
b. Attractiveness	(5)
c. Security	(5)
<b>5. Catering Services</b>	(5)
- Buffet Table Setup	
- Free flowing coffee, juice, and water	
- Free Pens, Notepads, and Mints	
- High Quality meals with refreshments with different dietary needs	
<b>6. Client's satisfactory rating based on hotel reviews</b>	(5)
<b>RATING FACTORS</b>	<b>ASSIGNED WEIGHT (%)</b>
<b>I. Availability</b>	<b>X (.50) = 50%</b>
<b>II. Location and Site Condition</b>	<b>X (.10) = 10%</b>
<b>III. Neighborhood Data</b>	<b>X (.05) = 5%</b>
<b>IV. Venue</b>	<b>X (.35) = 35%</b>
<b>PASSING RATE: 85%</b>	<b>Total Rating : 100%</b>

**Annex A**

<b>Technical Specifications</b>	
<b>Project Title:</b>	Lease of Venue with Accommodation and Meals BIR Training Workshop on Competency Management System (CMS) - Monitoring & Evaluation Manual (Course/Curriculum Development) Writeshop
<b>Approved Budget for the Contract (ABC):</b>	Php 875,000.00
<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".</i>	
Requirements	Bidder's Statement of Compliance
<b>I. Availability</b> November 27-29, 2024	<i>(please fill-out)</i>
<b>II. Location and Site Condition</b> <b>1. Accessibility</b> a. Hotel outside Metro Manila <b>2. Parking Space</b> a. Ample Parking Space	<i>(please fill-out)</i>
<b>III. Neighborhood Data</b> 1. Sanitation and health condition a. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority 2. Proximity Police and fire stations 3. Proximity to Restaurant 4. Proximity to Banking and Postal	<i>(please fill-out)</i>
<b>IV. Venue</b> <b>1. Structural condition</b> - The foundation is made of concrete and structural steel materials or a combination of both. <b>2. Functionality</b> a. Conference Rooms - Must provide One (1) Training Venue fitted for One Hundred (100) participants - with Four (4) flipcharts, Four (4) Permanent Markers, Four (4) whiteboards, and Four (4) whiteboard markers - Podium/Lectern - Clustered classroom set-up - Chairs with cushion - Tables with cloth - Registration Table b. Accommodation for One Hundred (100) persons with separate beds: Twin Sharing standard room amenities c. Light, Ventilation, and Air Conditioning d. Space Requirements	<i>(please fill-out)</i>

<b>3. Facilities</b> a. Water supply and toilet b. Lighting system c. Elevators d. Fire escapes e. Fire fighting equipment f. Internet and Telecommunications  - Stable Wi-Fi Connection (at least 50 mbps)  g. Audio visual equipment - Two (2) Large Projector Screen and Two (2) Projectors  - Sound System with at least Four (4) Wireless Microphones w/ disposable covers  - Provision of Additional Screens allowing participants for clear view and to keep them engaged	(please fill-out)
<b>4. Other requirements</b> a. Maintenance b. Attractiveness c. Security	(please fill-out)
<b>5. Catering Services</b> - Buffet Table Setup - Free flowing coffee, juice, and water - Free Pens, Notepads, and Mints - High Quality meals with refreshments with different dietary needs	(please fill-out)
<b>6. Client's satisfactory rating based on hotel reviews</b>	(please fill-out)
<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>
I. Availability	X (.50) = 50%
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III. Neighborhood Data	X (.05) = 5%
IV. Venue	X (.35) = 35%
<b>PASSING RATE: 85%</b>	
<p>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.</p>	

Name of Company	Signature of Authorized Representative	Date
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