



DEPARTMENT OF FINANCE  
**PHILIPPINE TAX ACADEMY**  
 Roxas Boulevard corner Pablo Ocampo Sr. Street  
 Manila 1004



## REQUEST FOR QUOTATION

Date: November 20, 2024  
 RFQ No.: RFQ-2024-084

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

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

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

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Round-Trip Service for the participants of the Academic Planning Work Shop** thru **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

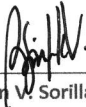
Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you and your duly authorized representative not later than the deadline on **25 November 2024 at 08:00 A.M.**

  
 MA. LUISA M. NOTARIO  
 Director IV *MSU*

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)
van	3	<p>Transport Services</p> <p>Round-Trip Service for the participants of the Academic Planning Work Shop on November 27 &amp; 29, 2024 outside Metro Manila (Clark, Pampanga)</p> <p>Pick up point: November 27, 2024 (Department of Finance, Roxas Boulevard, Manila to Clark, Pampanga)            Pick up Time: 7:00 A.M.</p> <p>Drop off point: November 29, 2024 (Clark, Pampanga to Department of Finance, Roxas Boulevard, Manila)            Pick up Time: 3:00 P.M.</p> <p>Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance</p> <p>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</p> <ol style="list-style-type: none"> <li>1. Latest copy of Mayor's / Business Permit</li> <li>2. PhilGEPs Registration Number</li> <li>3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO)</li> </ol> <p>***Nothing Follows***</p>	₱ 18,500.00	₱ 55,500.00
		<b>Total</b>		₱ 55,500.00

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:



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Ray-ann W. Sorilla  
Administrative Officer V



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Director IV  
*MA.*

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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 for Transport Services	
<b>Project Title:</b>	Round-Trip Service for the participants of the Academic Planning Work Shop
<b>Approved Budget of the Contract (ABC):</b>	55,500.00
<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".</i></p> <p><i>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>The service provider must have/provide:</p> <p>1. Type of Vehicle: Each vehicle must have the capacity to seat a minimum of 14 passengers.</p> <p>2. With DOTr/LTFRB/DOT license to operate</p>	<p><i>(Please specify Car Brand and Model)</i> <i>(please fill-out)</i></p>
<p>3. Be able to provide vehicles described below:</p> <ul style="list-style-type: none"> <li>- Van Round-trip transport service for the participants of the program.</li> <li>- Must have the capacity to seat passengers as stated on the scope of services</li> <li>- Vehicle/s must have adequate working air-conditioning system</li> <li>- Vehicle/s must be sanitized prior to the scheduled pick-up and drop-off points</li> <li>- Clean, comfortable, presentable, and in good working condition</li> <li>- Vehicle/s must be equipped with seatbelts, dashcam and global positioning system (GPS)</li> <li>- Service Provider must submit the list of driver/s prior to the scheduled transport service</li> <li>- Vehicle/s must have valid comprehensive</li> </ul>	<p><i>(please fill-out)</i></p>
<p>4. Vehicles maintained in accordance with the approved LTFRB Technical Safety Certificate for vehicles</p>	<p><i>(please fill-out)</i></p>
<p>5. The contractor will be fully responsible for the following:</p> <ul style="list-style-type: none"> <li>- All maintenance cost, fuel, lubricant, other consumable cost and any other related expenses</li> <li>- All the operational costs will be covered by the service provider; PTA will not be responsible for any cost incurred during and/or after the van/shuttle service</li> <li>- Provide the vehicles as required for the contract period, should a van develop mechanical fault in transit, the service provider must provide a replacement within/less than an hour</li> </ul>	<p><i>(please fill-out)</i></p>

<ul style="list-style-type: none"> <li>- In case of failure to provide the services as agreed upon, PTA will find an alternative service provider and all the extra costs incurred will be charged against the contractor/service provider</li> <li>- The agreed payment rate should be inclusive of any allowance/insurance for contractor's driver and other involved workers. PTA shall not be responsible for any payments to contractor's workers.</li> <li>- All vehicles must be covered by updated comprehensive insurance including passenger's liabilities insurance.</li> </ul>	<p><i>(please fill-out)</i></p>
<p>6. Other requirements</p> <ul style="list-style-type: none"> <li>- Driver/s must have valid driver's license</li> <li>- All cost for gasoline, driver's overtime, and parking.</li> <li>- The service provider shall opt for the fastest route considering expressways such as (SKYWAY, SLEX, NLEX, etc.), as applicable and the corresponding toll fee/s shall be for the account of the service provider.</li> </ul>	<p><i>(please fill-out)</i></p>
<p><b>Scope of Services</b></p> <ul style="list-style-type: none"> <li>- Pick up point: November 27, 2024 (Department of Finance, Roxas Boulevard, Manila to Clark, Pampanga) Pick up Time: 7:00 A.M.</li> <li>- Drop off point: November 29, 2024 (Clark, Pampanga to Department of Finance, Roxas Boulevard, Manila) Pick up Time: 3:00 P.M.</li> </ul>	<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> <p style="text-align: center;"> <span style="display: inline-block; width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 30%; border-bottom: 1px solid black; margin-bottom: 5px;"></span> </p> <p style="text-align: center;"> <b>Name of Company</b>                      <b>Signature of Authorized Representative</b>                      <b>Date</b> </p>	