



**REQUEST FOR QUOTATION**

Date: November 22, 2024  
 RFQ No.: RFQ-2024-091

Company/Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 TIN: \_\_\_\_\_

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Lease of Venue with Meals for the Training Course on Risk Management within Metro Manila** 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 **27 November 2024 at 08:00 A.M.**

MA. LUISA M. NOTARIO  
 Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)																
pax	22	<p>Lease of Venue with Meals for the Training Course on Risk Management on 02 - 04 December 2024 within Metro Manila            Location: within Metro Manila            Date: December 02 - 04, 2024            Number of Participants: 22 persons</p> <p><b>Workshop Requirements:</b></p> <table border="1"> <thead> <tr> <th>Inclusions</th> <th>2-Dec</th> <th>3-Dec</th> <th>4-Dec</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Kindly see and fill-out the attached "Annex A" for Table of Rating Factor and compliance</p> <p>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. Latest Annual Income / Business Tax Return            4. DOT Accreditation            5. DTI Business Registration / Securities and Exchange Commission (SEC) Certificate or equivalent or equivalent</p> <p>***Nothing Follows***</p>	Inclusions	2-Dec	3-Dec	4-Dec	AM Snack	X	X	X	Lunch	X	X	X	PM Snack	X	X	X	₱ 1,600.00	₱ 105,600.00
Inclusions	2-Dec	3-Dec	4-Dec																	
AM Snack	X	X	X																	
Lunch	X	X	X																	
PM Snack	X	X	X																	
		<b>Total</b>		₱ 105,600.00																

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:   
 Ray-an V. Sorilla  
 Administrative Officer V



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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**

<b>Technical Specifications</b>	
<b>Project Title:</b>	Lease of Venue with Meals for the Training Course on Risk Management
<b>Approved Budget for the Contract (ABC):</b>	₱105,600.00
<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>	
<b>Requirements</b>	<b>Bidder's Statement of Compliance</b>
<b>I. Availability</b> December 02 - 04, 2024	<i>(please fill-out)</i>
<b>II. Location and Site Condition</b> <b>1. Accessibility</b> a. Hotel within 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 Twenty-Two (22) participants - with Two (2) flipcharts, Four (4) Permanent Markers, Two (2) whiteboards, and Four (4) whiteboard markers - Podium/Lectern - Clustered classroom set-up - Chairs with cushion - Tables with cloth - Registration Table b. Light, Ventilation, and Air Conditioning c. 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 - One (1) Large Projector Screen and One (1) Projector - Sound System with at least Two (2) Wireless Microphones w/ disposable covers	(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%	
II. Location and Site Condition	X (.10) = 10%	
III. Neighborhood Data	X (.05) = 5%	
IV. Venue	X (.35) = 35%	
<b>PASSING RATE: 85%</b>		
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.		
_____ Name of Company	_____ Signature of Authorized Representative	_____ Date



TABLE OF RATING FACTOR FOR LEASE OF VENUE	
Company Name:	
Requirement:	Lease of Venue with Meals
Project Title:	Lease of Venue with Meals for the Training Course on Risk Management
Approved Budget for the Contract (ABC):	₱105,600.00
RATING FACTORS	ASSIGNED WEIGHT (%)
Technical Specification	
<b>I. Availability</b>	<b>100</b>
1. December 02 - 04, 2024	
<b>II. Location and Site Condition</b>	<b>100</b>
<b>1. Accessibility</b>	(50)
a. Hotel within 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>	(15)
a. Conference Rooms	(15)
- Must provide One (1) Training Venue fitted for Twenty-Two (22) participants	
- Two (2) flipcharts, Four (4) Permanent Markers, Two (2) whiteboards, and Four (4) whiteboard markers	
- Podium/Lectern	
- Clustered classroom set-up	
- Chairs with cushion	
- Tables with cloth	
- Registration Table	
b. Light, Ventilation, and Air Conditioning	(5)
c. 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)
- One (1) Large Projector Screen and One (1) Projector	
- Sound System with at least Two (2) Wireless Microphones w/ disposable covers	
<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>