



DEPARTMENT OF  
PHILIPPINE TAX ACADEMY

Roxas Boulevard corner Pablo Ocampo Sr. Street  
Manila 1004



REQUEST FOR QUOTATION

Date: November 25, 2024

RFQ No.: RFQ-2024-092

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

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

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

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Room Accommodation for Basic Course on Passenger Service for the BOC personnel of the Port of Davao 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 **29 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)																		
room	5	<p><b>Room Accommodation for Basic Course on Passenger Service for the Bureau of Customs - Port of Davao</b></p> <p><b>Location:</b> Davao <b>Date:</b> December 1 - 5, 2024 <b>Number of Participants:</b> 10 persons</p> <p><b>Requirements:</b></p> <table border="1"> <thead> <tr> <th>Inclusions</th> <th>01-Dec</th> <th>02-Dec</th> <th>03-Dec</th> <th>04-Dec</th> <th>05-Dec</th> </tr> </thead> <tbody> <tr> <td>Accommodation</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td></td> </tr> <tr> <td>Breakfast</td> <td></td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> </tbody> </table> <p>a. <b>Accommodation for Ten (10) persons with separate beds: Five (5) Twin Rooms with standard room amenities</b></p> <p>b. <b>Meal Inclusions for Ten (10) persons:</b> -Breakfast: December 2 - 5, 2024</p> <p>c. Ample Parking Space d. Stable Wi-fi (50 mbps)</p> <p><b>Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance</b></p> <p><b>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</b></p> <ol style="list-style-type: none"> <li>1. Latest copy of Mayor's / Business Permit</li> <li>2. PhilGEPS Registration Number</li> </ol>	Inclusions	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	Accommodation	X	X	X	X		Breakfast		X	X	X	X	₱ 3,485.00	₱ 69,700.00
Inclusions	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec																	
Accommodation	X	X	X	X																		
Breakfast		X	X	X	X																	

	3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO) ***Nothing Follows***		
		<b>Total</b>	<b>₱ 69,700.00</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**



DEPARTMENT OF FINANCE  
PHILIPPINE TAX ACADEMY

Roxas Boulevard corner Pablo Ocampo Sr. Street  
Manila 1004



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*Mea*

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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>	Room Accommodation for Basic Course on Passenger Service for the Bureau of Customs - Port of Davao
<b>Approved Budget for the Contract (ABC):</b>	Php 69,700.00
<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>	
<b>Requirements</b>	<b>Bidder's Statement of Compliance</b>
<b>I. Availability</b> December 1 - 5, 2024 (Standard Check In and Check Out Time)	<i>(please fill-out)</i>
<b>II. Location and Site Condition</b> <b>1. Accessibility</b> a. Hotel outside Metro Manila (Davao) <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. Room Accommodation</b> <b>a. Structural condition</b> - The foundation is made of concrete and structural steel materials or a combination of both. <b>b. Accommodation for Eight (5) persons with separate beds:</b> Twin Rooms for Tem (10) Pax with standard room amenities <b>c. Meal Inclusions for Ten (10) persons:</b> -Breakfast: December 2 - 5, 2024	<i>(please fill-out)</i>

<b>V. Facilities</b> a. Water supply and toilet b. Lighting system c. Elevators d. Fire escapes e. Fire fighting equipment f. Internet and Telecommunications in the room g. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler	<i>(please fill-out)</i>
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<b>VI. Other requirements</b> a. Adequate security service 24/7 b. Provision of toiletries and towels	<i>(please fill-out)</i>
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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**