



REQUEST FOR QUOTATION

Date: November 25, 2024
 RFQ No.: RFQ-2024-093

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 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 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 Davao Location: Davao Date: December 2 - 5, 2024 (Four Days) Number of Participants: 64 persons																	
pax	32	Batch 1 - December 2 - 3, 2024 - 32 pax	₱ 1,067.00	₱ 68,288.00															
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Batch 1																			
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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				₱ 136,576.00															

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-ann V. Sonilla
 Administrative Officer V



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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	
Project Title:	Meals for Basic Course on Passenger Service for the Bureau of Customs - Port of Davao
Approved Budget for the Contract (ABC):	Php 136,576.00
<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". 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 Bureau of Customs - Port of Davao Location: Davao</p> <p>Batch 1: December 02-03, 2024 AM Snack, Lunch, and PM Snack: 32 pax Dinner: 9 Pax</p> <p>Batch 2: December 04-05, 2024 AM Snack, Lunch, and PM Snack: 32 pax Dinner: 9 Pax</p>	<i>(please fill-out)</i>
<p>Can accommodate a maximum of 32-35 participants per event for Batches 1 and 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, garden salad, and drinks.</p> <p>Inclusions - With free flowing coffee and water - Assisted or Managed buffet / buffet table setup - Food Restictions : No pork</p>	<p><i>(please fill-out)</i></p>			
<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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