



DEPARTMENT OF FINANCE
PHILIPPINE TAX ACADEMY

Roxas Boulevard corner Pablo Ocampo Sr. Street
 Manila 1004



REQUEST FOR QUOTATION

Date: November 15, 2024

RFQ No.: RFQ-2024-095

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 the PTA 2024 Year-End Assessment and Planning Workshop** 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 **02 December 2024 at 08:00 A.M.**

MA. LUISA M. NOTARIO
 MA. LUISA M. NOTARIO
 Director IV *MLN*

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)																																
pax	49	<p>Lease of Venue with Accommodation and Meals for the PTA 2024 Year-End Assessment and Planning Workshop Location: outside Metro Manila Date: December 10 - 12, 2024 Number of Participants: 49 persons</p> <p>Workshop Requirements:</p> <table border="1"> <thead> <tr> <th>Inclusions</th> <th>10-Dec</th> <th>11-Dec</th> <th>12-Dec</th> </tr> </thead> <tbody> <tr> <td>Accommodation</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Use of Function Room</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. Use of Function Room: - Day 1 and Day 2 - 8:00 AM to 5:00 PM - Day 3 - 8:00 AM to 12:00 NN</p> <p>b. Accommodation: - Three (3) Solo Room Occupancy - Standard Twin-Sharing / Triple-Sharing for 46 pax (separate beds, no bunk beds, no pull-out beds, no sofa beds)</p> <p>c. Meal Inclusions: - AM Snacks, Lunch, PM Snacks, and Dinner</p> <p>d. Training Venue / Function Room: - Fitted for Fifty (50) pax</p>	Inclusions	10-Dec	11-Dec	12-Dec	Accommodation	X	X	X	Use of Function Room	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	₱ 343,000.00
Inclusions	10-Dec	11-Dec	12-Dec																																	
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		<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:</p> <ol style="list-style-type: none"> 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 / SEC Certificate or equivalent <p><i>***Nothing Follows***</i></p>		
		Total		₱ 343,000.00

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. Sorilla
Administrative Officer V



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PHILIPPINE TAX ACADEMY

Roxas Boulevard corner Pablo Ocampo Sr. Street
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		Total		

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

Technical Specifications	
Project Title:	Lease of Venue with Accommodation and Meals for the PTA 2024 Year-End Assessment and Planning Workshop
Approved Budget for the Contract (ABC):	₱343,000.00
<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>	
Requirements	Bidder's Statement of Compliance
I. Availability December 10 - 12, 2024	<i>(please fill-out)</i>
II. Location and Site Condition 1. Accessibility a. Venue outside Metro Manila 2. Parking Space a. Ample Parking Space	<i>(please fill-out)</i>
III. Neighborhood Data 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>
IV. Venue 1. Structural condition - The foundation is made of concrete and structural steel materials or a combination of both. 2. Functionality a. Conference Rooms - Must provide One (1) Training Venue fitted for Fifty (50) participants - with one (1) flipchart, two (2) Permanent Markers, one (1) whiteboard, and two (2) 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>
3. Facilities a. Water supply and toilet	<i>(please fill-out)</i>

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 three (3) Wireless Microphones w/ disposable covers		
4. Other requirements a. Maintenance b. Attractiveness c. Security	<i>(please fill-out)</i>	
5. Catering Services - Buffet Table Setup - Free flowing coffee, juice, and water - Free Pens, Notepads, and Mints - High Quality meals with refreshments with different dietary needs	<i>(please fill-out)</i>	
6. Client's satisfactory rating based on hotel reviews	<i>(please fill-out)</i>	
RATING FACTORS	WEIGHT (%)	
I. Availability	X (.50) = 50%	
II. Location and Site Condition	X (.10) = 10%	
III. Neighborhood Data	X (.05) = 5%	
IV. Venue	X (.35) = 35%	
PASSING RATE: 85%		
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 Accommodation and Meals
Project Title:	Lease of Venue with Accommodation and Meals for the PTA 2024 Year-End Assessment and Planning Workshop
Approved Budget for the Contract (ABC):	₱343,000.00
RATING FACTORS	ASSIGNED WEIGHT (%)
Technical Specification	
I. Availability	100
1. December 10 - 12, 2024	
II. Location and Site Condition	100
1. Accessibility	(50)
a. Venue outside Metro Manila	
2. Parking Space	(50)
a. Ample Parking Space	
III. Neighborhood Data	100
a. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority	(25)
2. Proximity to Police and fire station	(25)
3. Proximity to Restaurant	(25)
4. Proximity to Banking and Postal	(25)
IV. Venue	100
1. Structural condition - The foundation is made of concrete and structural steel materials or a combination of both.	(15)
2. Functionality	
a. Conference Rooms	(15)
- Must provide One (1) Training Venue fitted for Fifty (50) participants	
- one (1) flipchart, two (2) Permanent Markers, one (1) whiteboard, and two (2) 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)

3. Facilities	
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 three (3) Wireless Microphones w/ disposable covers	
4. Other requirements	
a. Maintenance	(5)
b. Attractiveness	(5)
c. Security	(5)
5. Catering Services (5)	
- Buffet Table Setup	
- Free flowing coffee, juice, and water	
- Free Pens, Notepads, and Mints	
- High Quality meals with refreshments with different dietary needs	
6. Client's satisfactory rating based on hotel reviews (5)	
RATING FACTORS	ASSIGNED WEIGHT (%)
I. Availability	X (.50) = 50%
II. Location and Site Condition	X (.10) = 10%
III. Neighborhood Data	X (.05) = 5%
IV. Venue	X (.35) = 35%
PASSING RATE: 85%	Total Rating : 100%