



## REQUEST FOR QUOTATION

Date: January 08, 2025  
 RFQ No.: RFQ-2025-002

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 Operations Planning and Target Setting Workshop for Philippine Guarantee Corporation 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.

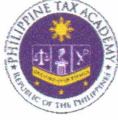
Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you and your duly authorized representative not later than the deadline on **13 January 2025 at 08:00 A.M.**

MA. LUISA M. NOTARIO  
 Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)																
person	45	<b>Lease of Venue with Meals for the Operations Planning and Target Setting Workshop for Philippine Guarantee Corporation</b> <b>Location:</b> Within Metro Manila <b>Date:</b> January 17, 24, 31, 2025 <b>Number of Participants:</b> Forty Five (45) persons  <b>Workshop Requirements:</b> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Inclusions</th> <th>17-Jan-25</th> <th>24-Jan-25</th> <th>31-Jan-25</th> </tr> </thead> <tbody> <tr> <td>AM Snack</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> <tr> <td>PM Snack</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> </tr> </tbody> </table>	Inclusions	17-Jan-25	24-Jan-25	31-Jan-25	AM Snack	X	X	X	Lunch	X	X	X	PM Snack	X	X	X	₱ 2,200.00	₱ 297,000.00
Inclusions	17-Jan-25	24-Jan-25	31-Jan-25																	
AM Snack	X	X	X																	
Lunch	X	X	X																	
PM Snack	X	X	X																	
		Kindly see and fill-out the attached "Annex A" for Table of Rating Factor and compliance  <b>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</b> 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 Certificate or equivalent ***Nothing Follows***																		
		<b>Total</b>		₱ 297,000.00																

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 Sorilla  
 Administrative Officer V



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 RFQ No.: RFQ-2025-002

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

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 Director IV

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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 Operations Planning and Target Setting Workshop for Philippine Guarantee Corporation within Metro Manila
<b>Approved Budget for the Contract (ABC):</b>	Php 297,000.00
<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>	
Requirements	Bidder's Statement of Compliance
<b>I. Availability</b> January 17, 24, 31, 2025	<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 Forty-Five (45) 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 c. Light, Ventilation, and Air Conditioning d. 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 100 mbps)  g. Audio visual equipment - Two (2) Large Projector Screen and Two (2) Projectors  - 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	(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>	
<p>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.</p>	

Name of Company	Signature of Authorized Representative	Date
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**TABLE OF RATING FACTOR FOR LEASE OF VENUE**

<b>Requirement:</b>	Lease of Venue with Meals
<b>Project Title:</b>	Lease of Venue with Meals for the Operations Planning and Target Setting Workshop for Philippine Guarantee Corporation within Metro
<b>Approved Budget for the Contract (ABC):</b>	Php 297,000.00

RATING FACTORS	ASSIGNED WEIGHT (%)
Technical Specification	
<b>I. Availability</b>	<b>100</b>
1. January 17, 24, 31, 2025	
<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>	
a. Conference Rooms	(15)
- Must provide One (1) Training Venue fitted for Forty-Five (45) 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	
c. Light, Ventilation, and Air Conditioning	(5)
d. 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 100 mbps)	
g. Audio visual equipment	(5)
- Two (2) Large Projector Screen and Two (2) Projectors	

- Sound System with at least Two(2) Wireless  
Microphones w/ disposable covers

**4. Other requirements**

- a. Maintenance (5)
- b. Attractiveness (5)
- c. Security (5)

**5. Catering Services**

- Buffet Table Setup
- Free flowing coffee, juice, and water
- Free Pens, Notepads, and Mints

**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%
<b>PASSING RATE: 85%</b>	<b>Total Rating : 100%</b>