



DEPARTMENT OF FINANCE  
PHILIPPINE TAX ACADEMY

Roxas Boulevard corner Pablo Ocampo Sr. Street  
Manila 1004



REQUEST FOR QUOTATION

Date: January 15, 2025  
RFQ No.: RFQ-2025-004

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

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

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

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Van Round-trip Transport services for the participants Module Development Workshop/Activities for the Continuing Professional Development (CPD) Training Program 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 **20 January 2025 at 08:00 A.M.**

MA. LUISA M. NOTARIO  
Director IV

*MA*

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)
lot	1	<b>Transport Services</b> <b>Van Round-trip Transport services for the participants Module Development Workshop/Activities for the Continuing Professional Development (CPD) Training Program on January 28 - 31, 2025</b>		
van	2	<b>Pick up point: January 28, 2025</b> (Department of Finance, Roxas Boulevard Manila to Baguio City) Pick up Time: 5:30 A.M.	₱ 10,000.00	₱ 20,000.00
van	2	<b>Drop off point: January 31, 2025</b> (Baguio City to Department of Finance, Roxas Boulevard Manila) Pick up Time: 1:00 P.M.	₱ 10,000.00	₱ 20,000.00
		<b>Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance</b>		
		<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 (in case of a recent expired mayor's/business permit, official receipt as a proof of renewal shall be submitted) 2. PhilGEPS Registration Number <b>***Nothing Follows***</b>		
		<b>Total</b>		₱ 40,000.00

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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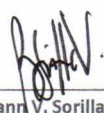
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		<b>Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance</b>		
		<b>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</b>		
		1. Latest copy of Mayor's / Business Permit (in case of a recent expired mayor's/business permit, official receipt as a proof of renewal shall be submitted)		
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		<b>Total</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

\_\_\_\_\_  
 Signature over Printed Name  
 \_\_\_\_\_  
 Position/Designation  
 \_\_\_\_\_  
 Office Telephone/Fax/Mobile Nos.  
 \_\_\_\_\_  
 Email address/es

**Annex A**

<b>Technical Specifications</b>	
<b>Project Title:</b>	<b>Transport Service</b> Van Round-trip Transport services for the participants Module Development Workshop/Activities for the Continuing Professional Development (CPD) Training Program on January 28 - 31, 2025
<b>Approved Budget Cost (ABC):</b>	Php 40,000.00
<i>Bidders must state here either "Comply" or any equivalent term in the column "Bidder's</i>	
<b>Specification</b>	<b>Bidder's Statement of Compliance</b>
<p>The service provider must have/provide:</p> <ol style="list-style-type: none"> <li>1. Type of Vehicle: Each vehicle must have the capacity to seat a minimum of 10 passengers.</li> <li>2. With DOTr/LTFRB/DOT license to operate</li> <li>3. Be able to provide vehicles described below: <ul style="list-style-type: none"> <li>- Van Round-trip transport service for the participants of the program.</li> <li>- Must have the capacity to seat passengers as stated on the scope of services</li> <li>- Vehicle/s must have adequate working air-conditioning system, are clean and free from unpleasant odors</li> <li>- Vehicle/s must be sanitized prior to the scheduled pick-up and drop-off points</li> <li>- Clean, comfortable, presentable, and in good working condition</li> <li>- Vehicle/s must be equipped with seatbelts, headrest, dashcam and global positioning system (GPS)</li> <li>- Service Provider must submit the list of driver/s prior to the scheduled transport service</li> <li>- Vehicle/s must have valid comprehensive insurance coverage</li> </ul> </li> <li>4. Vehicles maintained in accordance with the approved LTFRB Technical Safety Certificate for vehicles</li> </ol>	<i>(Please specify Car Brand and Model)</i>

5. The contractor will be fully responsible for the following:

- All maintenance cost, fuel, lubricant, other consumable cost and any other related expenses
- All the operational costs will be covered by the service provider; PTA will not be responsible for any cost incurred during and/or after the van/shuttle service
- Provide the vehicles as required for the contract period, should a van develop mechanical fault in transit, the service provider must provide a replacement within/less than an hour
- In case of failure to provide the services as agreed upon, PTA will find an alternative service provider and all the extra costs incurred will be charged against the contractor/service provider
- The agreed payment rate should be inclusive of any allowance/insurance for contractor's driver and other involved workers. PTA shall not be responsible for any payments to contractor's workers.
- All vehicles must be covered by updated comprehensive insurance including passenger's liabilities insurance.

6. Other requirements

- Driver/s must have valid driver's license
- All cost for gasoline, driver's overtime, and parking.
- The service provider shall opt for the fastest route considering expressways such as (SKYWAY, SLEX, NLEX, etc.), as applicable and the corresponding toll fee/s shall be for the account of the service provider.
- Service provider must submit list of driver's name and van details prior to the scheduled transport service

**Scope of Services**

- Pick up point: January 28, 2025 (Department of Finance, Roxas Boulevard Manila to Baguio City)

Pick up Time: 5:30 A.M.

Drop off point: January 31, 2025 (Baguio City to Department of Finance, Roxas Boulevard Manila)

Pick up Time: 1:00 P.M.

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**