



REQUEST FOR QUOTATION

Date: January 28, 2025
 RFQ No.: RFQ-2025-010

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 Strategic Planning on February 19 - 21, 2025 outside 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 **04 February 2025 at 9:00 A.M.**

MA. LUISA M. NOTARIO
 Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)																																
pax	60	<p>Lease of Venue with Accommodation and Meals for the PTA Strategic Planning Location: Outside Metro Manila Date: February 19 - 21, 2025 Number of Participants: Sixty (60) persons</p> <p>Workshop Requirements: a. Accommodation for Sixty (60) persons with separate beds: Twin / Triple Sharing</p> <table border="1"> <thead> <tr> <th>Inclusions</th> <th>19-Feb-25</th> <th>20-Feb-25</th> <th>21-Feb-25</th> </tr> </thead> <tbody> <tr> <td>Accommodation</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Use of Function Room</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Complimentary Breakfast</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>AM Snack</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Lunch</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>PM Snack</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Dinner</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table> <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"> Latest copy of Mayor's / Business Permit (in case of a recently expired mayor's/business permit, official receipt as a proof of renewal shall be submitted) PhilGEPS Registration Number Latest Annual Income / Business Tax Return DOT Accreditation DTI Business Registration / Securities and Exchange Commission Certificate or equivalent <p>***Nothing Follows***</p>	Inclusions	19-Feb-25	20-Feb-25	21-Feb-25	Accommodation	✓	✓	✓	Use of Function Room	✓	✓	✓	Complimentary Breakfast	✓	✓	✓	AM Snack	✓	✓	✓	Lunch	✓	✓	✓	PM Snack	✓	✓	✓	Dinner	✓	✓	✓	₱ 3,500.00	₱ 630,000.00
Inclusions	19-Feb-25	20-Feb-25	21-Feb-25																																	
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Total				₱ 630,000.00																																

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:
 Melquiades L. Castillo
 Chief Administrative Officer



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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:

Melquiades D. Castillo
 Chief Administrative Officer

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 Strategic Planning
Approved Budget for the Contract (ABC):	Php 630,000.00
<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
I. Availability February 19 - 21, 2025	<i>(please fill-out)</i>
II. Location and Site Condition 1. Accessibility a. Hotel within Batangas City 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 Sixty (60) 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 b. Accommodation for Sixty (60) persons with separate beds: Twin / Triple Sharing c. Light, Ventilation, and Air Conditioning d. Space Requirements	<i>(please fill-out)</i>

3. Facilities 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 50Mbps) 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)
4. Other requirements a. Maintenance b. Attractiveness c. Security	(please fill-out)
5. Catering Services - Buffet Table Setup - Free flowing coffee, juice, and water - Free Pens, Notepads, and Mints	(please fill-out)
6. Client's satisfactory rating based on hotel reviews	(please fill-out)
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	
Requirement:	Lease of Venue with Accommodation and Meals
Project Title:	Lease of Venue with Accommodation and Meals for the PTA Strategic Planning
Approved Budget for the Contract (ABC):	Php 630,000.00
RATING FACTORS	ASSIGNED WEIGHT (%)
Technical Specification	
I. Availability	100
1. February 19 - 21, 2025	
II. Location and Site Condition	100
1. Accessibility	(50)
a. Hotel within Batangas City	
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	(10)
a. Conference Rooms	
- Must provide One (1) Training Venue fitted for Sixty (60) 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	
b. Accommodation for Sixty (60) persons with separate beds: Twin / Triple Sharing	(5)
c. Light, Ventilation, and Air Conditioning	(5)
d. 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)

<ul style="list-style-type: none"> - 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	
<ul style="list-style-type: none"> - 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%
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PASSING RATE: 85%	Total Rating : 100%