



REQUEST FOR QUOTATION

Date: January 15, 2025
 RFQ No.: RFQ-2025-005

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 Proposed Module Development Workshop/Activities for the Continuing Professional Development (CPD) Training Programs within Baguio City 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 **20 January 2025 at 10:00 A.M.**

MA. LUISA M. NOTARIO
 Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)																														
pax	16	<p>Lease of Venue with Accommodation and Meals for the Proposed Module Development Workshop/Activities for the Continuing Professional Development (CPD) Training Programs</p> <p>Location: Within Baguio City Date: January 28 - 31, 2025 Number of Participants: Sixteen (16) persons</p> <p>Workshop Requirements: a. Accommodation for Sixteen (16) persons with separate beds: Twin / Triple Sharing</p> <table border="1"> <thead> <tr> <th>Inclusions</th> <th>28-Jan-25</th> <th>29-Jan-25</th> <th>30-Jan-25</th> <th>31-Jan-25</th> </tr> </thead> <tbody> <tr> <td>Use of Function Room</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Complimentary Breakfast</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Lunch</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>PM Snack</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>Dinner</td> <td>✓</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"> 1. 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) 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 <p>***Nothing Follows***</p>	Inclusions	28-Jan-25	29-Jan-25	30-Jan-25	31-Jan-25	Use of Function Room	✓	✓	✓	✓	Complimentary Breakfast	✓	✓	✓	✓	Lunch	✓	✓	✓		PM Snack	✓	✓	✓		Dinner	✓	✓	✓		₱ 3,500.00	₱ 168,000.00
Inclusions	28-Jan-25	29-Jan-25	30-Jan-25	31-Jan-25																														
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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



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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:	Lease of Venue with Accommodation and Meals for the Proposed Module Development Workshop/Activities for the Continuing Professional Development (CPD) Training Programs
Approved Budget for the Contract (ABC):	Php 168,000.00
<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 January 28 - 31, 2025	<i>(please fill-out)</i>
II. Location and Site Condition 1. Accessibility a. Hotel within Baguio 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 Sixteen (16) participants - with Four (4) Permanent Markers, One (1) whiteboard, and Four (4) whiteboard markers - Podium/Lectern - Clustered classroom set-up - Chairs with cushion - Tables with cloth - Registration Table b. Accommodation for Sixteen (16) 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 - One (1) 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
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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 Proposed Module Development Workshop/Activities for the Continuing Professional Development (CPD) Training Programs
Approved Budget for the Contract (ABC):	Php 168,000.00
RATING FACTORS	
Technical Specification	ASSIGNED WEIGHT (%)
I. Availability	100
1. January 28 - 31, 2025	
II. Location and Site Condition	100
1. Accessibility	(50)
a. Hotel within Baguio 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	
a. Conference Rooms	(10)
- Must provide One (1) Training Venue fitted for Sixteen (16) participants	
- Four (4) Permanent Markers, One (1) whiteboard, and Four (4)	
- Podium/Lectern	
- Clustered classroom set-up	
- Chairs with cushion	
- Tables with cloth	
- Registration Table	
b. Accommodation for Sixteen (16) 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)
- One (1) 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	(5)
- 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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IV. Venue	X (.35) = 35%
PASSING RATE: 85%	Total Rating : 100%