



DEPARTMENT OF FINANCE
PHILIPPINE TAX ACADEMY
 Roxas Boulevard corner Pablo Ocampo Sr. Street
 Manila 1004



REQUEST FOR QUOTATION

Date: January 10, 2025
 RFQ No.: RFQ-2025-003

Company/Business Name: _____

Address: _____

TIN: _____

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Meals for the Training on Republic Act No. 9184 or the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations 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 **16 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)																				
pax	36	Meals for the Training on Republic Act No. 9184 or the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations Date: January 21 - 24, 2025 (four days) Location: Department of Finance Conference Room Meal Requirements: <table border="1"> <thead> <tr> <th></th> <th>21-Jan-25</th> <th>22-Jan-25</th> <th>23-Jan-25</th> <th>24-Jan-25</th> </tr> </thead> <tbody> <tr> <td>AM Snack</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> </tbody> </table> Kindly see and fill-out the attached "Annex A" for Technical Specifications and compliance Note: The following documents are also required to be submitted along with your quotation on the specified deadline above: 1. Latest copy of Mayor's / Business Permit 2. PhilGEPS Registration Number 3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO) ***Nothing Follows***		21-Jan-25	22-Jan-25	23-Jan-25	24-Jan-25	AM Snack	✓	✓	✓	✓	Lunch	✓	✓	✓	✓	PM Snack	✓	✓	✓	✓	₱ 650.00	₱ 93,600.00
	21-Jan-25	22-Jan-25	23-Jan-25	24-Jan-25																				
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		Total		₱ 93,600.00																				

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-anh V. Sdrilla
 Administrative Officer V



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Canvassed by:

 Ray-an Borilla
 Administrative Officer V

 Signature over Printed Name

 Position/Designation

 Office Telephone/Fax/Mobile Nos.

 Email address/es

Annex A

Technical Specifications	
Project Title:	Meals for the Training on Republic Act No. 9184 or the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations
Approved Budget for the Contract (ABC):	Php 93,600.00
<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>	
Specification	Bidder's Statement of Compliance
Meals for the Training on Republic Act No. 9184 or the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations on January 21 - 24, 2025 (Four days) Pax: 36 per day	<i>(please fill-out)</i>
Can accommodate a maximum of 36-40 participants per day	<i>(please fill-out)</i>
<p>AM and PM Snacks - Pasta/Bread/Native Delicacies and Juice or Soft Drinks</p> <p>Lunch - 3 viands (1 serving of meat (Chicken/Pork/Beef), 1 serving of Fish, 1 serving of vegetables, rice, dessert, and drinks)</p> <p>- With free flowing coffee and water - Assisted buffet / buffet table setup / packed meals</p>	<i>(please fill-out)</i>

The bidder shall include Menu Proposals in the attached Request for Quotation	<i>(please fill-out)</i>
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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 and name of Authorized Representative	_____ Date
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