



Republic of the Philippines  
Department of Finance  
**PHILIPPINE TAX ACADEMY**  
Roxas Boulevard corner Pablo Ocampo Sr. Street,  
Manila 1004



**REQUEST FOR QUOTATION**

Date: February 07, 2025  
RFQ No.: RFQ-2025-014

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 Conduct of Course Development Workshop on February 26 - 28, 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.

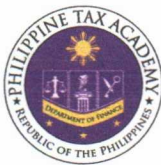
Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you and your duly authorized representative not later than the deadline on **11 February 2025 at 8:00 A.M.**

MA. LUISA M. NOTARIO  
Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)																																
pax	35	<p><b>Lease of Venue with Accommodation and Meals for the Conduct of the Course Development Workshop</b></p> <p><b>Location:</b> Outside Metro Manila</p> <p><b>Date:</b> February 26 - 28, 2025</p> <p><b>Number of Participants:</b> Thirty-Five (35) persons</p> <p><b>Workshop Requirements:</b></p> <p>a. Accommodation for Thirty-Five (35) persons with separate beds: 8 solo rooms; 12 twin-sharing rooms, 1 triple-sharing room</p> <table><tr><th>Inclusions</th><th>26-Feb-25</th><th>27-Feb-25</th><th>28-Feb-25</th></tr><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>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></table> <p>Kindly see and fill-out the attached "Annex A" for Table of Rating Factor and compliance</p> <p><b>Note:</b> The following documents are also required to be submitted along with your quotation on the specified deadline above:</p> <p>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)</p> <p>2. PhilGEPS Registration Number</p> <p>3. Latest Annual Income / Business Tax Return</p> <p>4. DOT Accreditation</p> <p>5. DTI Business Registration / Securities and Exchange Commission Certificate or equivalent</p> <p>***Nothing Follows***</p>	Inclusions	26-Feb-25	27-Feb-25	28-Feb-25	Accommodation	✓	✓		Use of Function Room	✓	✓	✓	Breakfast		✓	✓	AM Snack	✓	✓	✓	Lunch		✓	✓	PM Snack	✓	✓	✓	Dinner	✓	✓		P 3,500.00	P 306,250.00
Inclusions	26-Feb-25	27-Feb-25	28-Feb-25																																	
Accommodation	✓	✓																																		
Use of Function Room	✓	✓	✓																																	
Breakfast		✓	✓																																	
AM Snack	✓	✓	✓																																	
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Dinner	✓	✓																																		
Total				P 306,250.00																																

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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Department of Finance  
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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	
<b>Project Title:</b>	Lease of Venue with Accommodation and Meals for the Conduct of the Course Development Workshop on February 26 - 28, 2025
<b>Approved Budget for the Contract (ABC):</b>	Php 306,250.00
<i>Bidders must state here either "<b>Comply</b>" 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> February 26 - 28, 2025	<i>(please fill-out)</i>
<b>II. Location and Site Condition</b> <b>1. Accessibility</b> a. Hotel outside Metro Manila (Subic, Zambales) <b>2. Parking Space</b> a. Three (3) Reserved Parking Spaces	<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 Thirty-Five (35) 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/covers - Tables with cloth/covers - Registration Table b. Accommodation for Thirty-Five (35) persons with separate beds: 8 solo rooms; 12 twin-sharing rooms, 1 triple-sharing room c. Light, Ventilation, Shower with Heater 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 50Mbps) g. Audio visual equipment - One (1) Large Projector Screen and Two (2) Synchronous Projectors - Sound System with at least Two (2) Wireless Microphones w/ disposable covers	<p align="center"><i>(please fill-out)</i></p>
<b>4. Other requirements</b> a. Maintenance b. Attractiveness c. Security	<p align="center"><i>(please fill-out)</i></p>
<b>5. Catering Services</b> - Buffet Table Setup - Free flowing coffee, juice, and water - Free Pens, Notepads, Mints/Chocolates and Nuts	<p align="center"><i>(please fill-out)</i></p>
<b>6. Client's satisfactory rating based on hotel reviews</b>	<p align="center"><i>(please fill-out)</i></p>
<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>
<b>I. Availability</b>	<b>X (.50) = 50%</b>
<b>II. Location and Site Condition</b>	<b>X (.10) = 10%</b>
<b>III. Neighborhood Data</b>	<b>X (.05) = 5%</b>
<b>IV. Venue</b>	<b>X (.35) = 35%</b>
<b>PASSING RATE: 85%</b>	
<p align="center">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>	
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 20px;"> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Name of Company</b> </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Signature of Authorized Representative</b> </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> </div> </div>	

**TABLE OF RATING FACTOR FOR LEASE OF VENUE**

<b>Requirement:</b>	Lease of Venue with Accommodation and Meals
<b>Project Title:</b>	Lease of Venue with Accommodation and Meals for the Conduct of the Course Development Workshop on February 26 - 28, 2025
<b>Approved Budget for the Contract (ABC):</b>	Php 306,250.00
<b>RATING FACTORS</b>	<b>ASSIGNED WEIGHT (%)</b>
<b>Technical Specification</b>	
<b>I. Availability</b>	<b>100</b>
1. February 26 - 28, 2025	
<b>II. Location and Site Condition</b>	<b>100</b>
<b>1. Accessibility</b>	(50)
a. Hotel outside Metro Manila (Subic, Zambales)	
<b>2. Parking Space</b>	(50)
a. Three (3) Reserved Parking Spaces	
<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>	(10)
a. Conference Rooms	
- Must provide One (1) Training Venue fitted for Thirty-Five (35) 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/covers	
- Tables with cloth/covers	
- Registration Table	
b. Accommodation for Thirty-Five (35) persons with separate beds: 8 solo rooms; 12 twin-sharing rooms, 1 triple-sharing room	(5)
c. Light, Ventilation, Shower with Heater 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 50 Mbps)	
g. Audio visual equipment	(5)
- Two (2) Large Projector Screen and Two (2) Synchronous Projectors	
- Sound System with at least Two (2) Wireless Microphones w/ disposable covers	
<b>4. Other requirements</b>	
a. Maintenance	(5)
b. Attractiveness	(5)
c. Security	(5)
<b>5. Catering Services</b>	
- Buffet Table Setup	
- Free flowing coffee, juice, and water	
- Free Pens, Notepads, Mints/Chocolates and Nuts	
<b>6. Client's satisfactory rating based on hotel reviews</b>	
	(5)
<b>RATING FACTORS</b>	<b>ASSIGNED WEIGHT (%)</b>
<b>I. Availability</b>	<b>X (.50) = 50%</b>
<b>II. Location and Site Condition</b>	<b>X (.10) = 10%</b>
<b>III. Neighborhood Data</b>	<b>X (.05) = 5%</b>
<b>IV. Venue</b>	<b>X (.35) = 35%</b>
<b>PASSING RATE: 85%</b>	<b>Total Rating : 100%</b>

### **INSTRUCTIONS:**

**Note:** Failure to follow these instructions will disqualify your entire quotation.

**(1)** Do not alter the contents of this form in any way.

**(2)** The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective suppliers/service provider submits a filled-out RFQ with a supporting document (ie., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

**(3)** All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

**(4)** Quotations may be submitted through electronic mail at [bacsec@doftaxacademy.gov.ph](mailto:bacsec@doftaxacademy.gov.ph)

**(5)** Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Price quotation/s must be valid for period of sixty (60) days from the deadline of submission.

4. Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

7. The item/s shall be delivered according to the accepted offer of the bidder.

8. Item/s delivered shall be inspected on the scheduled date and time of the Philippine Tax Academy. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.

10. The PTA reserves the right to reject any or all quotations, waive any formality therein or to accept such quotations as may be considered most advantageous to the government.