



DEPARTMENT OF FINANCE
PHILIPPINE TAX ACADEMY

Roxas Boulevard corner Pablo Ocampo Sr. Street
Manila 1004



REQUEST FOR QUOTATION

Date: February 10, 2025
RFQ No.: RFQ-2025-016

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 **14 February 2025 at 8:00 A.M.**


MA. LUISA M. NOTARIO
Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Total Price
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. Meal Inclusion: 60 persons (Full Board Meals) - Complimentary breakfast - AM Snack - Lunch - PM Snack - Dinner b. Accommodation for Sixty (60) persons with separate beds: 7 solo rooms; 27 twin sharing rooms c. Must provide venue for Team Building Activity (For 60 pax participants on February 20, 2025)</p> <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: 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 ***Nothing Follows***</p> <p style="text-align: right;">Total</p>		

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:

Melquides D.C. 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	(please fill-out)
II. Location and Site Condition 1. Accessibility a. Hotel outside Metro Manila 2. Parking Space a. Ample Parking Space	(please fill-out)
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	(please fill-out)
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 - Must provide venue for Team Building Activity (For 60 pax participants on February 20, 2025) - 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: Seven (7) Solo Rooms and Twenty-Seven (27) Twin Sharing c. Light, Ventilation, and Air Conditioning d. Space Requirements	(please fill-out)

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	<p align="center"><i>(please fill-out)</i></p>
4. Other requirements a. Maintenance b. Attractiveness c. Security	<p align="center"><i>(please fill-out)</i></p>
5. Catering Services - Buffet Table Setup - Free flowing coffee, juice, and water - Free Pens, Notepads, and Mints	<p align="center"><i>(please fill-out)</i></p>
6. Client's satisfactory rating based on hotel reviews	<p align="center"><i>(please fill-out)</i></p>
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%	
<p align="center"><i>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.</i></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;"/> Name of Company </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Authorized Representative </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date </div> </div>	

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 outside metro manila	
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 Sixty (60) participants	
- Must provide venue for Team Building Activity (For 60 pax participants on February 20, 2025)	
- 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: Seven (7) Solo Rooms and Twenty-Seven (27) Twin 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)
- 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	(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%
III. Neighborhood Data	X (.05) = 5%
IV. Venue	X (.35) = 35%
PASSING RATE: 85%	Total Rating : 100%

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

- (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.