



**REQUEST FOR QUOTATION**

Date: March 14, 2025  
 RFQ No.: RFQ-2025-029

Company/Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 TIN: \_\_\_\_\_

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Round-trip transport service for the participants on Information System Strategic Planning (ISSP) Course Pilot Run cum ISSP FY 2026-2028 Workshop** 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 **19 March 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)
		<b>Transport Services</b>		
		<b>Round-trip transport service for the participants on Information System Strategic Planning (ISSP) Course Pilot Run cum ISSP FY 2026-2028 Workshop</b>		
		<b>Bus/Coaster/Van Transport Service</b>		
bus/van	1 bus/3 vans	<b>Pick up: March 24, 2025</b> (Department of Finance, Roxas Boulevard, Manila to Venue within Pampanga) for 28 pax Pick up Time: 6:00 A.M.	₱ 30,000.00	₱ 30,000.00
bus/van	1 bus/3 vans	<b>Drop off: March 27, 2025</b> (Venue within Pampanga to Department of Finance, Roxas Boulevard, Manila) for 28 pax Pick up Time: 5:00 P.M.	₱ 30,000.00	₱ 30,000.00
		<b>Kindly see and fill-out the attached "Annex A" for Table of Rating Factor and compliance</b>		
		<b>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</b>		
		1. Latest copy of Mayor's / Business Permit (in case of a recent expired mayor's/business permit, official receipt as a proof of renewal shall be submitted)		
		2. PhilGEPS Registration Number		
		3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO)		
		***Nothing Follows***		
		<b>Total</b>		₱ 60,000.00

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:   
 Ray-ann Surilla  
 Administrative Officer V



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		<b>Kindly see and fill-out the attached "Annex A" for Table of Rating Factor and compliance</b>		
		<b>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</b>		
		1. Latest copy of Mayor's / Business Permit (in case of a recent expired mayor's/business permit, official receipt as a proof of renewal shall be submitted)		
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		3. Notarized Omnibus Sworn Statement (OSS) to be submitted upon receipt of approved Purchase Order (PO)		
		***Nothing Follows***		
		<b>Total</b>		

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

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Position/Designation

\_\_\_\_\_  
 Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
 Email address/es

**Annex A**

<b>Technical Specifications</b>	
<b>Project Title:</b>	Transport Service Bus/Coaster/Van Round-trip transport service for the participants on Information System Strategic Planing (ISSP) Course Pilot Run cum ISSP FY 2026-2028 Workshop
<b>Approved Budget for the Contract (ABC):</b>	Php 60,000.00
<p><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></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>	
<b>Specification</b>	<b>Bidder's Statement of Compliance</b>
The bidder must provide the following vehicle/s: • For <b>Bus</b> : (1) bus with a minimum capacity of 49 passengers • For <b>Coaster</b> : (1) coaster with a minimum capacity of 29 passengers • For <b>Van</b> : (3) vans with a minimum capacity of 12 passengers	<i>(Please specify Car Brand and Model)</i>
2. With DOTr/LTFRB/DOT license to operate	<i>(please fill-out)</i>
3. Be able to provide vehicles described below: - Van Round-trip transport service for the participants of the program. - Must have the capacity to seat passengers as stated on the scope of services - Vehicle/s must have adequate working air-conditioning system, are clean and free from unpleasant odors - Vehicle/s must be sanitized prior to the scheduled pick-up and drop-off points - Clean, comfortable, presentable, and in good working condition - Vehicle/s must be equipped with seatbelts, headrest, dashcam and global positioning system (GPS) - Service Provider must submit the list of driver/s prior to the scheduled transport service - Vehicle/s must have valid comprehensive insurance coverage	<i>(please fill-out)</i>
4. Vehicles maintained in accordance with the approved LTFRB Technical Safety Certificate for vehicles	<i>(please fill-out)</i>

<p>5. The contractor will be fully responsible for the following:</p> <ul style="list-style-type: none"> <li>- All maintenance cost, fuel, lubricant, other consumable cost and any other related expenses</li> <li>- All the operational costs will be covered by the service provider; PTA will not be responsible for any cost incurred during and/or after the van/shuttle service</li> <li>- Provide the vehicles as required for the contract period, should a van develop mechanical fault in transit, the service provider must provide a replacement within/less than an hour</li> <li>- In case of failure to provide the services as agreed upon, PTA will find an alternative service provider and all the extra costs incurred will be charged against the contractor/service provider</li> <li>- The agreed payment rate should be inclusive of any allowance/insurance for contractor's driver and other involved workers. PTA shall not be responsible for any payments to contractor's workers.</li> <li>- All vehicles must be covered by updated comprehensive insurance including passenger's liabilities insurance.</li> </ul>	<p><i>(please fill-out)</i></p>
<p>6. Other requirements</p> <ul style="list-style-type: none"> <li>- Driver/s must have valid driver's license</li> <li>- All cost for gasoline, driver's overtime, and parking.</li> <li>- The service provider shall opt for the fastest route considering expressways such as (SKYWAY, SLEX, NLEX, etc.), as applicable and the corresponding toll fee/s shall be for the account of the service provider.</li> <li>- Service provider must submit list of driver's name and van details prior to the scheduled transport service</li> </ul>	<p><i>(please fill-out)</i></p>
<p><b>Scope of Services</b>  Pick up: March 24, 2025 (Department of Finance, Roxas Boulevard, Manila to Venue within Pampanga)  Pick up Time: 6:00 A.M.</p> <p>Drop off: March 27, 2025 (Venue within Pampanga to Department of Finance, Roxas Boulevard, Manila)  Pick up Time: 5:00 P.M.</p>	<p><i>(please fill-out)</i></p>
<p style="text-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; margin-top: 20px;"> <div style="width: 30%; text-align: center;"> <p>_____</p> <p><b>Name of Company</b></p> </div> <div style="width: 30%; text-align: center;"> <p>_____</p> <p><b>Signature of Authorized Representative</b></p> </div> <div style="width: 30%; text-align: center;"> <p>_____</p> <p><b>Date</b></p> </div> </div>	

**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.