



## REQUEST FOR QUOTATION

Date: March 17, 2025  
RFQ No.: RFQ-2025-030

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 Information Systems Strategic Plan (ISSP) Course Pilot Run cum ISSP FY 2026 - 2028 Workshop on March 24 - 27, 2025 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 March 2025 at 03:00 P.M.**


MA. LUISA M. NOTARIO  
Director IV

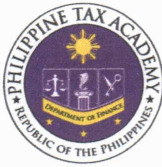
Unit	Quantity	Article/Merchandise/Specification	Unit Price	Approved Budget for the Contract (ABC)																																			
pax	28	<p><b>Lease of Venue with Accommodation and Meals for the conduct of Information Systems Strategic Plan (ISSP) Course Pilot Run cum ISSP FY 2026 - 2028 Workshop on March 24 - 27, 2025</b></p> <p><b>Location:</b> within Pampanga</p> <p><b>Date:</b> March 24 - 27, 2025 (3.5 days)</p> <p><b>Workshop Requirements:</b></p> <p>a. Accommodation for twenty-eight (28) persons with separate beds: fourteen (14) twin sharing / ten (10) triple sharing</p> <p>b. Meal requirements:</p> <table><thead><tr><th>Inclusions</th><th>24-Mar</th><th>25-Mar</th><th>26-Mar</th><th>27-Mar</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>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><tr><td>Dinner</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr></tbody></table>	Inclusions	24-Mar	25-Mar	26-Mar	27-Mar	Use of Function Room	✓	✓	✓	✓	Complimentary Breakfast	✓	✓	✓	✓	AM Snack	✓	✓	✓	✓	Lunch	✓	✓	✓	✓	PM Snack	✓	✓	✓	✓	Dinner	✓	✓	✓	✓	₱ 3,500.00	₱ 343,000.00
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	<p>Kindly see and fill-out the attached "Annex A" for Table of Rating Factor and compliance</p> <p><b>Note: The following documents are also required to be submitted along with your quotation on the specified deadline above:</b></p> <ol style="list-style-type: none"> <li>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)</li> <li>2. PhilGEPS Registration Number</li> <li>3. Latest Annual Income / Business Tax Return</li> <li>4. DOT Accreditation</li> <li>5. DTI Business Registration / Securities and Exchange Commission Certificate or equivalent</li> </ol> <p>***Nothing Follows***</p>	
	<b>Total</b>	<b>₱ 343,000.00</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**



## REQUEST FOR QUOTATION

Date: March 17, 2025  
RFQ No.: RFQ-2025-030

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 Information Systems Strategic Plan (ISSP) Course Pilot Run cum ISSP FY 2026 - 2028 Workshop on March 24 - 27, 2025 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.

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
MA. LUISA M. NOTARIO  
Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Total Price																																			
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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**

\_\_\_\_\_  
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 Information Systems Strategic Plan (ISSP) Course Pilot Run cum ISSP FY 2026 - 2028 Workshop on March 24 - 27, 2025
<b>Approved Budget for the Contract (ABC):</b>	₱343,000.00
<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
<b>I. Availability</b> March 24 - 27, 2025	(please fill-out)
<b>II. Location and Site Condition</b> <b>1. Accessibility</b> a. Hotel within Pampanga <b>2. Parking Space</b> a. Ample Parking Space	(please fill-out)
<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	(please fill-out)
<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 to twenty-eight (28) participants on March 24 - 27, 2025 - Two (2) flipcharts, Four (4) Permanent Markers, Two (2) whiteboards, and Four (4) whiteboard markers - Podium/Lectern - Classroom set-up - Chairs with cover - Tables with cloth - Registration Table - Technical Assistance b. Accommodation for twenty-eight (28) persons with separate beds: Fourteen (14) Twin Sharing Rooms / Ten (10) Triple Sharing Rooms c. Light, Ventilation, and Air Conditioning d. Space Requirements	(please fill-out)
<b>3. Facilities</b>	(please fill-out)



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, with sufficient bandwidth to accommodate concurrent at least 50 users  g. Audio visual equipment - Two (2) Large Projector Screen and Two (2) synchronous Projectors  - Sound System with at least two (2) Wireless Microphones w/ disposable covers  - Extension Cords	
<b>4. Other requirements</b> a. Maintenance b. Attractiveness c. Security	<i>(please fill-out)</i>
<b>5. Catering Services</b> - Buffet Table Setup - Free flowing coffee, juice, and water - Free Pens, Notepads, and Mints	<i>(please fill-out)</i>
<b>6. Client's satisfactory rating based on hotel reviews</b>	<i>(please fill-out)</i>
<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><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;"> <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 Information Systems Strategic Plan (ISSP) Course Pilot Run cum ISSP FY 2026 - 2028 Workshop on March 24 - 27, 2025
<b>Approved Budget for the Contract (ABC):</b>	₱343,000.00
<b>RATING FACTORS</b>	<b>ASSIGNED WEIGHT (%)</b>
<b>Technical Specification</b>	
<b>I. Availability</b>	<b>100</b>
1. March 24 - 27, 2025	
<b>II. Location and Site Condition</b>	<b>100</b>
<b>1. Accessibility</b>	(50)
a. Hotel within Pampanga	
<b>2. Parking Space</b>	(50)
a. Ample Parking Space	
<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>	
a. Conference Rooms	(15)
- Must provide One (1) Training Venue fitted for thirty to twenty-eight (28) participants on March 24 - 27, 2025	
- Two (2) flipcharts, Four (4) Permanent Markers, Two (2) whiteboards, and Four (4) whiteboard markers	
- Podium/Lectern	
- Classroom set-up	
- Chairs with cover	
- Tables with cloth	
- Registration Table	
- Technical Assistance	
b. Accommodation for twenty-eight (28) persons with separate beds:	
Fourteen (14) Twin Sharing Rooms / Ten (10) Triple Sharing Rooms	
c. Light, Ventilation, 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 (50Mbps)	
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	
- Extension Cords	
<b>4. Other requirements</b>	
a. Maintenance	(5)
b. Attractiveness	(5)
c. Security	(5)
<b>5. Catering Services</b>	(5)
- Buffet Table Setup	
- Free flowing coffee, juice, and water	
- Free Pens, Notepads, and Mints	
<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.