



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



REQUEST FOR QUOTATION

Date: March 25, 2025
RFQ No.: RFQ-2025-032

Company/Business Name: _____

Address: _____

TIN: _____

The Philippine Tax Academy, through its Bids and Awards Committee (BAC), intends to procure **Lease of Training Venue and Meals for the conduct of Workshop on Competency-based Job Descriptions (CBJDs) and Competency-based Learning and Development (CBLD) within Metro Manila on April 7-8 and 10, 2025 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 **31 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)																				
pax	18	<p>Lease of Training Venue and Meals for the conduct of Workshop on Competency-based Job Descriptions (CBJDs) and Competency-based Learning and Development (CBLD) within Metro Manila on April 7-8 and 10, 2025</p> <p>Date: April 7, 8 and 10 (3 days)</p> <p>Number of Participants: 18 pax</p> <table><tr><th>Inclusions</th><th>07-Apr</th><th>08-Apr</th><th>10-Apr</th></tr><tr><td>Use of Function Room</td><td>X</td><td>X</td><td>X</td></tr><tr><td>AM Snack</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Lunch</td><td>X</td><td>X</td><td>X</td></tr><tr><td>PM Snack</td><td>X</td><td>X</td><td>X</td></tr></table> <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:</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>	Inclusions	07-Apr	08-Apr	10-Apr	Use of Function Room	X	X	X	AM Snack	X	X	X	Lunch	X	X	X	PM Snack	X	X	X	₱ 1,600.00	₱ 86,400.00
Inclusions	07-Apr	08-Apr	10-Apr																					
Use of Function Room	X	X	X																					
AM Snack	X	X	X																					
Lunch	X	X	X																					
PM Snack	X	X	X																					

		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		
		Total		₱ 86,400.00

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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PHILIPPINE TAX ACADEMY
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

MA. LUISA M. NOTARIO
Director IV

Unit	Quantity	Article/Merchandise/Specification	Unit Price	Total Price																				
		<p>Lease of Training Venue and Meals for the conduct of Workshop on Competency-based Job Descriptions (CJDs) and Competency-based Learning and Development (CBLD) within Metro Manila on April 7-8 and 10, 2025</p> <p>Date: April 7, 8 and 10 (3 days) Number of Participants: 18 pax</p> <table><tr><th>Inclusions</th><th>07-Apr</th><th>08-Apr</th><th>10-Apr</th></tr><tr><td>Use of Function Room</td><td>X</td><td>X</td><td>X</td></tr><tr><td>AM Snack</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Lunch</td><td>X</td><td>X</td><td>X</td></tr><tr><td>PM Snack</td><td>X</td><td>X</td><td>X</td></tr></table> <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:</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>	Inclusions	07-Apr	08-Apr	10-Apr	Use of Function Room	X	X	X	AM Snack	X	X	X	Lunch	X	X	X	PM Snack	X	X	X		
Inclusions	07-Apr	08-Apr	10-Apr																					
Use of Function Room	X	X	X																					
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		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		
		Total		

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

TABLE OF RATING FACTOR FOR LEASE OF VENUE

Requirement:	Lease of Venue with Meals
Project Title:	Lease of Training Venue and Meals for the conduct of Workshop on Competency-based Job Descriptions (CBJDs) and Competency-based Learning and Development (CBLD) within Metro Manila on April 7-8 and 10, 2025 (3 days)
Approved Budget for the Contract (ABC):	Php 86,400.00
RATING FACTORS	ASSIGNED WEIGHT (%)
Technical Specification	
I. Availability	100
1. April 7-8 and 10, 2025 (3 days)	
II. Location and Site Condition	100
1. Accessibility	(50)
a. Hotel within 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	(15)
a. Conference Rooms	
- Must provide One (1) Training Venue fitted for thirty to Eighteen(18) participants on April 7-8 and 10, 2025 (3 days)	
- Two (2) flipcharts, Four (4) Permanent Markers, Two (2) whiteboards, and Four (4) whiteboard markers	
- Podium/Lectern	
- Classroom set-up	
- Chairs with cushion	
- Tables with cloth	
- Registration Table	
- Technical Assistance	
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	
- Extension Cords	
4. Other requirements	
a. Maintenance	(5)
b. Attractiveness	(5)
c. Security	(5)
5. Catering Services	
- Buffet Table Setup	
- Must be Muslim-friendly (Halal Food Selection)	
- 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%

Annex A

Technical Specifications	
Project Title:	Lease of Training Venue and Meals for the conduct of Workshop on Competency-based Job Descriptions (CBJDs) and Competency-based Learning and Development (CBLD) within Metro Manila on April 7-8 and 10, 2025 (3 days)
Approved Budget for the Contract (ABC):	Php 86,400.00
<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 April 7-8 and 10, 2025 (3 days)	(please fill-out)
II. Location and Site Condition 1. Accessibility a. Hotel within 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 thirty to Eighteen(18) participants on April 7-8 and 10, 2025 (3 days) - 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 - Technical Assistance 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 50 mbps) 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 - Extension Cords	<p><i>(please fill-out)</i></p>
4. Other requirements a. Maintenance b. Attractiveness c. Security	<p><i>(please fill-out)</i></p>
5. Catering Services - Buffet Table Setup - Must be Muslim-friendly (Halal Food Selection) - Free flowing coffee, juice, and water - Free Pens, Notepads, and Mints	<p><i>(please fill-out)</i></p>
6. Client's satisfactory rating based on hotel reviews	<p><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>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>	

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Name of Company	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Authorized Representative	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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