




REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY

REQUEST FOR QUOTATION

Lease of Venue for the CTA 2017 GAD Planning and Budgeting
Workshop for CTA Office on
July 26-28, 2017

Please be informed that the deadline for submission of accomplished technical specifications for the above stated project, herein attached as "Annex A" is extended until 1:00 p.m. of July 07, 2017.

Thank you.



MA. ROSARIO R. ESCAÑO
Chief Judicial Staff Officer
Human Resource Division



REPUBLIC OF THE PHILIPPINES
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REQUEST FOR QUOTATION

The Court of Tax Appeals Bids and Awards Committee 1 (BAC1) invites all interested parties to participate and submit their lowest price quotation for the Lease of Venue for the CTA 2017 GAD Planning and Budgeting Workshop for CTA Offices on July 26-28, 2017:

Name of Project	:	Lease of Venue for the CTA 2017 GAD Planning and Budgeting Workshop for CTA Offices on July 26-28, 2017
Approved Budget for Contract	:	PhP1,580,000.00

All quotations should be accomplished in the technical specifications attached as "Annex A". Deadline of submission is on or before **June 30, 2017** and maybe submitted manually, email or through facsimile to the Property and Supply Division, Ground Floor, CTA Building 1, Agham Road, Diliman, Quezon City.

Contact Person : Ms. Anne Benita S. Austin
Member, BAC1 Secretariat
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Atty. Danilo B. Fernando
Chairperson, BAC1

Dir. Elsie R. Tiauzon-Forteza
Vice-Chairperson, BAC1
Atty. Jesus P. Inocando, Jr.
Regular Member, BAC1
Atty. Ma. Victoria P. Dural
Provisional Member, BAC1
Mr. Vicente G. Clemente
Provisional Member, BAC1

ANNEX "A"
Technical Specification

COURT OF TAX APPEALS

2017 Annual GAD Planning and Budgeting Workshop for CTA Offices on July 26-28, 2017

INSTRUCTIONS

1. Accomplish this RFQ correctly and accurately
2. Do not alter the contents of this form in any way,
3. Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item Description	Compliance		Remarks
	YES	NO	
I. Availability			
*July 26-28, 2017			
II. Location			
a. *Northern Luzon			
b. *Free parking space reserved within or near venue			
III. Neighborhood Data			
a. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority			
b. Proximity to Police and Fire Stations			
c. Proximity to Banks, Postal and Telecommunications service provider			
IV. Venue			
1. Structural condition: The foundation is made of concrete and structural steel and materials or combination of both. *			
2. Functionality of Function Room:			
*Availability of one (1) function room on the following dates:	[]	[]	
a. July 26, 2017 – 10:00 a.m. to 5:00 p.m.	[]	[]	
b. July 27, 2017 - 8:00 a.m. to 5:00 p.m.	[]	[]	
c. July 28, 2017- 8:00 a.m. to 11:00 a.m.	[]	[]	
a. *Banquet setup for at least 210 participants	[]	[]	
b. Amenities includes:	[]	[]	
i. *Secretariat's table	[]	[]	
ii. *Use of LCD projector	[]	[]	
iii. *At least 2 microphone units	[]	[]	
iv. *Projector screen and table for LCD projector	[]	[]	
v. *Podium	[]	[]	
vi. *Pads and pencils	[]	[]	
vii. *Whiteboard and/or flipchart and markers	[]	[]	
viii. Free and steady internet connection	[]	[]	
ix. *Waived electricity charges for use of laptops and printers.	[]	[]	

	YES	NO	REMARKS
3. Facilities: a. *Continuous water supply and accessible comfort room b. *Compliance with the standards provided by the Building Code of the Philippines c. Operational Elevator/s (24x7)* for multi-storey building d. *Accessible emergency exit and alarm, standby fire extinguisher and automatic Sprinkler e. *Available Telephone and/ or Internet Connection within the premises of the building f. *Audible/Operational Sounds System	[]	[]	
4. Other requirements: a. *Provision of Janitorial and Maintenance Services b. Ambience promotes learning c. *Adequate security service (24/7)	[]	[]	
5. *Banquet Requirements for at least 210 persons: a. July 26, 2017 i. Buffet Lunch ii. PM Snacks iii. Buffet Dinner b. July 27, 2017 i. Buffet Breakfast ii. AM Snacks iii. Buffet Lunch iv. PM Snacks v. Buffet Dinner c. July 28, 2017 i. Buffet Breakfast ii. Buffet Lunch (early lunch) d. Drinks (at least one round of iced tea/juice every meals) e. All buffet lunch and buffet dinner should include the following: i. Salad/soup ii. main course (at least 2 variants of chicken, pork or beef, 1 variant of seafood and 1 variant of vegetables) iii. Dessert/Fruits f. Free flowing coffee inside the function room during training proper	[]	[]	
6. Clients satisfactory rating based on online reviews	[]	[]	
7. *Hotel Accommodation a. 9 rooms for single sharing b. Rooms for 201 persons (triple/quad sharing) c. Complimentary 2 rooms for the advance party on July 25, 2017	[]	[]	

	YES	NO	REMARKS
V. ELIGIBILITY REQUIREMENT.			
Enclosed/Submit a copy of the following:			
1. *Mayor's/Business Permit	[]	[]	
2. * PhilGEPS Registration Number or Certificate	[]	[]	
3. *Income/Business Tax Return	[]	[]	

Please quote your best offer based on the following:

	Price	Total
Room Rate per person		
AM Snacks/pax/day		
PM Snacks/pax/day		
Buffet Breakfast/pax/day		
Buffet Lunch/pax/day		
Buffet Dinner/pax/day		
Function Room		
GrandTotal		

TERMS AND CONDITIONS

1. Any modifications in the room arrangements during contract implementation must be approved by the Court of Tax Appeals (CTA). The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, less (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; **provided**, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information required in this form.
3. **Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.**
4. Price quotation/s, to be denominated in the Philippine peso shall include all taxes, duties, and/or levies payable.
5. Award of the contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by your or any of your duly authorized representative/s.
7. **The CTA shall confirm the final number of rooms and participants at least seven (7) days prior to the scheduled function date. This shall be the basis for the contract price.**
8. The charge for the additional persons shall be contained in the Amendment to Contract.
9. The CTA shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
10. The CTA shall prefer send bill arrangements for payment. In lieu of send bill arrangement, advance payment of fifty percent (50%) of the total contract price may be made by the CTA before the date of the event with the remaining 50% to be paid during the event.
11. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CTA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open it.

CONFORME:

Authorized Representative Signature Over Printed Name

Designation:

Name of Company: _____

Address:

Contact No.: _____