



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY

REQUEST FOR QUOTATION


The Court of Tax Appeals Bids and Awards Committee 1 (BAC1) through the Gender Focal Point System (GFPS), invites all interested parties (Lessor) to participate and submit their lowest price quotation for the Lease of Venue for the Drafting of 2018 GAD Accomplishment Report and 2020 GAD Plan and Budget on November 7-9, 2018:

Name of Project	:	Lease of Venue for Drafting of 2018 GAD Accomplishment Report and 2020 GAD Plan and Budget on November 7-9, 2018
Approved Budget for the Contract	:	PhP137,700.00

All quotations should be accomplished in the technical specifications attached as "Annex A." Deadline of submission is on or before ~~5PM~~, 10/19/2018 and may be submitted manually, through email or facsimile to the Human Resource Division, CTA Building I, Agham Road, Diliman, Quezon City.

Contact Person : Mr. Marvin Joseph M. Hebron
GFPS Secretariat
Contact No. : 920-4249 loc. 203
Fax No. : 927-2398
Email Address : mjhebron@yahoo.com


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

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			
*November 7-9, 2018			
II. Location			
a. Within Metro Manila			
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 November 7-9, 2018	[]	[]	
a. *Banquet setup for at least 27 participants	[]	[]	
b. Amenities includes:			
i. Secretariat's table	[]	[]	
ii. At least 4 microphone units	[]	[]	
iii. Projector screen and table for LCD projector	[]	[]	
iv. Podium	[]	[]	
v. Whiteboard and/or flipchart and markers	[]	[]	
vi. Free and steady Wi-Fi connection	[]	[]	
vii. Waived electricity charges for use of laptops and projector	[]	[]	

	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 27 persons on November 07-09, 2018 from 8:00 a.m. to 5:00 p.m. a. AM Snacks b. Buffet Lunch i. Salad or Soup ii. Main Course (at least 2 variants of chicken, pork or beef, 1 variant of seafood, and 1 variant of vegetables) iii. Rice iv. Dessert/Fruits c. PM Snacks d. Drinks (at least one round of iced tea, juice or softdrinks for every meal and every snacks) e. Free flowing coffee inside the function room during training proper	[]	[]	
6. Clients satisfactory rating based on online reviews	[]	[]	
V. ELIGIBILITY REQUIREMENT. Enclosed/Submit a copy of the following: 1. *Updated Mayor's Business Permit 2. * PhilGEPS Registration Number or Certificate 3. *Updated Income/Business Tax Return	[]	[]	

Note: Award of the contract shall be made in favor of the lessor with the Single or Lowest Calculated and Responsive Quotation with technical specification compliance rating of at least 80% and conforms with terms and conditions stated therein.

Please quote your best offer based on the following:

	Price	Total
AM Snacks/pax		
PM Snacks/pax		
Buffet Lunch/pax/day		
Function Room		
GrandTotal		

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. **Price quotation/s, to be denominated in the Philippine peso shall include all taxes, duties, and/or levies payable.**
4. 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.
5. The CTA shall confirm the final number of participants at least seven (7) days prior to the scheduled function date. This shall be the basis for the contract price.
6. The CTA shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
7. 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.
8. The CTA reserves the right to accept or reject any offer, to annul the procurement process, and to reject offers at any time prior to award of contract, without incurring any liability to the affected Supplier.
9. 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.: _____



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NOTICE OF AWARD

October 30, 2018

MS. PAULA MAKABENTA

Sales Manager
Araneta Hotels, Inc.
(Novotel Manila Araneta Center)
Gen. Aguinaldo Ave., Araneta Center
Cubao, Quezon City

Dear Ms. Makabenta,


I am pleased to inform you that upon recommendation of the CTA Bids and Awards Committee I (CTA BAC 1), in accordance with BAC 1 Resolution No. 50-2018 dated October 23, 2018, the contract for the Lease of Venue for the Gender and Development (GAD) Focal Point System Drafting (Workshop) of 2018 GAD Accomplishment Report and 2020 GAD Plan and Budget on November 7 to 9, 2018, is hereby awarded to Araneta Hotels, Inc. (Novotel Manila Araneta Center) in the amount of ONE HUNDRED THIRTY SEVEN THOUSAND AND SEVEN HUNDRED PESOS (PhP137,700.00), inclusive of taxes, in accordance with the terms and conditions contained in the Request for Quotation.

Please acknowledge receipt hereof and signify your concurrence to the contents of this Notice of Award by signing under the **CONFORME** provided below and return the same to us within two (2) days from receipt.

Very truly yours,

ROMAN G. DEL ROSARIO
Presiding Justice

CONFORME:

 10/31/18
PAULA MAKABENTA

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