



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 Human Resource Division will undertake a procurement for Lease of Venue, in accordance with Section 53.10 of the Updated 2016 Revised IRR of RA 9184. The details of the project are as follows:

Name of Project	:	2023 Strategic Planning Activity for the Court of Tax Appeals (CTA) Second Division
Brief Description	:	Lease of Venue including meals and team building activity on August 7 to 9, 2023. See Annex "A" for the complete technical specifications. Venue should be within Clark, Subic or Bataan.
Approved Budget for Contract	:	PhP262,933.00 (Two Hundred Sixty-Two Thousand Nine Hundred Thirty-Three Pesos) inclusive of all applicable government taxes and service charge.

All quotations should be accomplished through the Technical Specifications Form attached as Annex "A". Deadline of submission is on or before **1:00 p.m.** of JUL 10 2023 and may be submitted manually or thru email at the following contact information/details:

Contact Person : Ms. Maria Lourdes M. Mayor
Supervising Judicial Staff Officer, HRD
Contact No. : 8920-4249 loc. 204
Address : Human Resource Division, 2nd Floor,
CTA Building, I, Agham Road,
Diliman, Quezon City
Email Address : courtoftaxhrd@gmail.com


ZENDY MAE B. GARCIA-BUDHI
Chief Judicial Staff Officer
Human Resource Division

ANNEX "A"
Technical Specification

Strategic Planning Activity for the Court of Tax Appeals (CTA) Second Division
August 7 to 9, 2023

INSTRUCTIONS			
1. Accomplish this RFQ correctly and accurately. 2. Do not alter the contents of this form in any way. 3. Put a check mark on the appropriate Compliance column. 4. 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			
*Accommodation for 30 persons on August 7 to 9, 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
II. Location and Site Condition			
1. *Within Clark, Subic or Bataan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Free parking space reserved within or near venue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
III. Neighborhood Data			
1. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Proximity to Police and Fire Stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Restaurants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Proximity to Banks, Postal and Telecommunications and Medical service provider	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IV. Venue			
a. Structural condition:			
1. The foundation is made of concrete and structural steel materials or combination of both.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Compliance with the standards provided by the Building Code of the Philippines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Functionality:			
1. *Eight (8) One Bedroom Unit or Villa Type Accommodation on August 7 to 9, 2023 for thirty (30) persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. *Team Building Activity for twenty-four (24) persons on August 8, 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Facilities			
1. Operational Elevator/s (24x7) for multi-storey building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Continuous water supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Shower or bath room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Toilet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Available telephone and/or Internet Connection within the premises of the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Item Description	Compliance		Remarks
	YES	NO	
d. Catering or Meal Services			
1. *Breakfast for thirty (30) persons inclusive of drinks such as juice or brewed coffee or hot tea or hot chocolate on August 8 and 9, 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. *Buffet Lunch for 44 persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Buffet Lunch should include the following			
i. soup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ii. salad or appetizers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
iii. assorted bread rolls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
iv. cheese platters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
v. cajun tuna	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
vi. rosemary roast chicken	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
vii. roast beef	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
viii. pork barbecued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ix. rice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
x. buttered vegetables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
xi. new york cheesecake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
xii. coffee pannacotta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
xiii. fresh fruit platter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Other Requirements			
1. Provision of Janitorial and Maintenance Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Compliance with the minimum public health standard for COVID-19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Security Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Client's satisfactory rating	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
V. ELIGIBILITY REQUIREMENT			
Enclose/Submit a copy of the following:			
1. *Updated Mayor's/Business Permit	<input type="checkbox"/>	<input type="checkbox"/>	
2. *PhilGEPS Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	
3. *Updated Income/Business Tax Return	<input type="checkbox"/>	<input type="checkbox"/>	

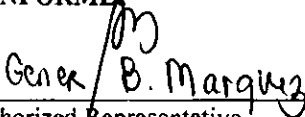
Please quote your best offer based on the following:

	Price	Total
Total for Accommodation		
Total for Meals (Breakfast)		
Total for Meals (Lunch)		
Team Building Package		
Grand Total (Inclusive of all applicable taxes and service charge)		262,933.00

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 or until the contract has been finalized and signed.
4. Price quotation/s, to be denominated in the Philippine peso shall include all taxes, service charge, 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 have the right to inspect the facility or venue to confirm its conformity to the technical specifications.
8. 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 after the event, subject to applicable taxes.
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 to it.

CONFORME



Authorized Representative
Signature Over Printed Name

Designation: Events & Banquet Manager
Name of Company: Awaya Cove Beach & Nature Club Inc.
Address: MORONG, Bataan
Contact No.: 09369115216