



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 (SPA) for the Members of the Third Division on November 6 to 7, 2023 |
| Brief Description | Lease of Venue on November 6 to 7, 2023. See Annex "A" for the complete technical specifications. Venue should be within Metro Manila. |
| Approved Budget for the Contract | Php547,200.00 (Five Hundred Forty-Seven Thousand Two Hundred 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 **3:00 p.m.** of **October 23, 2023** and may be submitted manually or through 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 Specifications

2023 Strategic Planning Activity (SPA) for the Members of the Third Division on
November 6 to 7, 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 and use of function room for 51 persons on November 6 to 7, 2023 | [✓] | [] | |
| II. Location and Site Condition | | | |
| 1. *Within Metro Manila | [✓] | [] | |
| 2. Free parking space reserved within or near venue | [✓] | [] | |
| III. Neighborhood Data | | | |
| 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority | [✓] | [] | |
| 2. Proximity to Police and Fire Stations | [✓] | [] | |
| 3. Restaurants | [✓] | [] | |
| 4. Proximity to Banks, Postal and Telecommunications and Medical service provider | [✓] | [] | |
| IV. Venue | | | |
| a. Structural condition: | | | |
| 1. The foundation is made of concrete and structural steel materials or combination of both. | [✓] | [] | |
| 2. Compliance with the standards provided by the Building Code of the Philippines | [✓] | [] | |
| b. Accommodation | | | |
| 1. *16 Deluxe Room in triple sharing on November 6-7, 2023 | [✓] | [] | |
| 2. *3 Premier room or its equivalent on November 6-7, 2023 | [✓] | [] | |

| | | | |
|--|-------------------------------------|--------------------------|--|
| c. Functionality of Function Room: | | | |
| 1. Availability of one (1) function room on November 6 to 7, 2023 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| a. Banquet setup for at least 51 persons | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| b. Amenities include: | | | |
| i. Secretariat's Table | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ii. At least 2 microphone units | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iii. Use of LCD Screen and Projector | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iv. Basic PA System/Tape Deck/CD Player | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| v. Dedicated Technician for the whole duration of stay | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| vi. Podium/rostrum | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| vii. Flipchart stand with 10 pieces of flipchart paper | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| viii. Waived electricity charges for use of laptops and projectors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| d. Facilities | | | |
| a. *Continuous water supply and accessible comfort room | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| b. *Compliance with the standards provided by the Building Code of the Philippines | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| c. *Operational Elevator/s (24x7) for multi-storey building | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| d. *Accessible emergency exit and alarm, standby fire extinguisher and automatic Sprinkler | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| e. *Available Telephone and/ or Internet Connection within the premises of the building | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| e. Banquet Requirements for at least 51 persons on November 6 to 7, 2023 | | | |
| a. November 6, 2023 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| i. AM Snack | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ii. Classic Buffet Lunch | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iii. PM Snacks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iv. Classic Buffet Dinner | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| b. November 7, 2023 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| i. Buffet Breakfast | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ii. AM Snacks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iii. Classic Buffet Lunch | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iv. PM Snacks | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| c. Drinks one round every lunch and dinner | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| d. All classic buffet lunch and classic buffet dinner should include the following: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| i. Rice | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ii. Salad Bar | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iii. Soup | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iv. Vegetable | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

| | | | |
|--|-------------------------------------|--------------------------|--|
| v. At least four hot items or main dishes (variants of chicken or pork or beef or seafood or noodles or pasta) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| vi. Desserts or fruits | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| e. Enclose menu proposals for classic buffet lunch and classic buffet dinner | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| f. Free flowing coffee inside the function room on November 6 to 7, 2023 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| f. 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"/> | |
| g. 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 checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2. *PhilGEPS Registration Number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3. *Updated Income/Business Tax Return | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

Please quote your best offer based on the following:

| | Price | Total |
|--|---|--------------|
| Accommodation | ₱ 9,000 nett/room/night ₱ 2,600 nett/room/night | ₱ 169,200.00 |
| Banquet Requirement Rate per Person | ₱ 7,400 nett/person | ₱ 377,400.00 |
| Function Room | | |
| | Grand Total (Inclusive of all applicable taxes and service charge) | ₱ 547,200.00 |

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 charges, 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 it.

CONFORME


ELAINE BAUTISTA-SOTTO

Authorized Representative
Signature Over Printed Name

Designation: Account Manager
Name of Company: Diamond North Place
Address: Roxas Blvd. cor. Dr. J. Cuambra St. Malate Manila
Contact No.: 09175906633 / 62 2528-3000 loc 1132