



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY

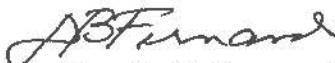
REQUEST FOR QUOTATION


The Court of Tax Appeals Bids and Awards Committee 1 (BAC1) invites all interested parties (Lessor) to participate and submit their lowest price quotation for the Lease of Venue for the Drafting of 2017 GAD Accomplishment Report and 2019 GAD Plan and Budget on December 11-13, 2017:


Name of Project	:	Lease of Venue for the Drafting of 2017 GAD Accomplishment Report and 2019 GAD Plan and Budget on December 11-13, 2017
Approved Budget for the Contract	:	PhP135,000.00

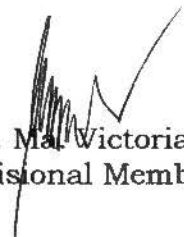
All quotations should be accomplished in the technical specifications attached as "Annex A." Deadline of submission is on or before **November 27, 2017** and may be submitted manually, through email or facsimile to the Human Resource Division, CTA Building I, Agham Road, Diliman, Quezon City.


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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

Lease of Venue for the Drafting of 2017 GAD Accomplishment Report and
2019 GAD Plan and Budget on December 11-13, 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			
*December 11-13, 2017			
II. Location			
a. *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:			
a. *Availability of one (1) function room on December 11-13, 2017	[]	[]	
b. Amenities includes:	[]	[]	
i. Secretariat's table	[]	[]	
ii. At least 2 microphone units	[]	[]	
iii. Projector screen and table for LCD projector	[]	[]	
iv. Podium	[]	[]	
v. Pads and pencils	[]	[]	
vi. Whiteboard and/or flipchart and markers	[]	[]	
vii. Free and steady internet connection	[]	[]	
viii. *Waived electricity charges for use of projector, 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 as follows: a. December 11 and 12, 2017 – at least 26 participants b. December 13, 2017- at least 38 participants c. Meals i. AM Snacks ii. Buffet Lunch iii. PM Snacks d. Drinks (at least one round of iced tea/juice every meals) e. Buffet lunch should include the following: i. Rice ii. Soup iii. At least 2 main dishes (chicken/pork/beef/seafood) iv. Vegetables v. Dessert/Fruits f. Free flowing coffee inside the function room during training proper	[]	[]	
6. Clients satisfactory rating based on online reviews	[]	[]	
7. Hotel Accommodation *not applicable	[]	[]	
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	[]	[]	

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. 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. 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.
6. The CTA shall confirm the final number of rooms and /or participants at least seven (7) days prior to the scheduled function date. This shall be the basis for the contract price.
7. The charge for the additional persons shall be contained in the Amendment to Contract.
8. The CTA shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
9. 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.
10. 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.
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.: _____