



REPUBLIC OF THE PHILIPPINES  
**COURT OF TAX APPEALS**  
QUEZON CITY

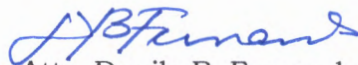
**REQUEST FOR QUOTATION**


The Court of Tax Appeals Bids and Awards Committee 1 (BAC1) through the CTA Gender and Development Focal Point System, will undertake a procurement for the Lease of Venue, in accordance with Section 53.10 of the IRR of RA 9184. The details of the project are as follows:

Name of Project	:	Lease of Venue for the Seminar/Workshop on Re-Orientation on GAD Laws and Information on Updates for all CTA Employees
Brief Description		Lease of Venue on May 16-18, 2018 inclusive of accommodation, meals and use of function room. See Annex A for the complete specifications. Venue should be within Central/Northern Luzon
Approved Budget for Contract	:	PhP1,964,450.00

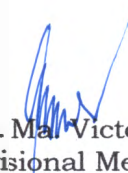
All quotations should be accomplished in the technical specifications attached as "Annex A". Deadline of submission is on or before 5:00 p.m. of APR 30 2018 and may be submitted manually, email or through facsimile to the Human Resource Division, 2<sup>nd</sup> Floor, CTA Building I, Agham Road, Diliman, Quezon City.

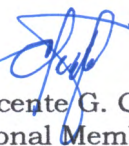
Contact Person : Mr. Marvin Joseph M. Hebron  
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Atty. Danilo B. Fernando  
Chairperson, BAC1

  
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**

*Lease of Venue for the Seminar/ Workshop on Re-Orientation on GAD Laws and Information on Updates for all CTA Employees*

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	
<b>I. Availability</b>			
*May 16-18, 2018			
<b>II. Location</b>			
a. *Within Central/Northern Luzon			
b. Free parking space reserved within or near venue			
<b>III. Neighborhood Data</b>			
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			
<b>IV. Venue</b>			
1. Structural condition: The foundation is made of concrete and structural steel and materials or combination of both. *			
2. <b>Functionality of Function Room:</b>			
*Availability of one (1) function room on <b>May 16-18, 2018</b>	[ ]	[ ]	
a. *Banquet setup for at least 193 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
<b>3. Facilities:</b> 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*	[ ]	[ ]	
<b>4. Other requirements:</b> a. Provision of Janitorial and Maintenance Services* b. Ambience promotes learning c. Adequate security service (24/7)*	[ ]	[ ]	
<b>5. *Banquet Requirements for at least 193 persons on May 16-18, 2018</b>  a. May 16, 2018 i. AM Snacks ii. Buffet Lunch iii. PM Snacks iv. Buffet Dinner b. May 17, 2018 i. Buffet Breakfast ii. AM Snacks iii. Buffet Lunch iv. PM Snacks v. Buffet Dinner c. May 18, 2018 i. Buffet Breakfast ii. Buffet Lunch (early lunch) d. Drinks (at least one round every meal) e. All buffet lunch and buffet dinner should include the following: i. Salad/soup ii. main course (at least 2 variants of chicken or pork or beef or seafood and 1 variant of vegetables) iii. Dessert/Fruits	[ ]	[ ]	
<b>6. Accommodation</b> a. *9 rooms for single sharing b. *Rooms for 184 persons (triple/quad sharing) preference on quad sharing c. Complimentary room for the advance party on May 15, 2018	[ ]	[ ]	

7. Clients satisfactory rating based on online reviews	[ ]	[ ]	
<b>V. ELIGIBILITY REQUIREMENT.</b> Enclose/Submit a copy of the following:			
1. *Mayor's or Business Permit	[ ]	[ ]	
2. *PhilGEPS Registration Number	[ ]	[ ]	
3. *Income/Business Tax Return	[ ]	[ ]	

Please quote your best offer based on the following:

	Price	Total
Accommodation		
Banquet Requirement Rate/person		
Function Room		
	<b>GrandTotal</b>	

### 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 thirty (30) 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 fifteen (15) 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 after 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.: \_\_\_\_\_