



Republic of the Philippines
DEPARTMENT OF FINANCE
NATIONAL TAX RESEARCH CENTER
8th Floor, EDPC Bldg., BSP Complex, Roxas Blvd.
Cor. P. Ocampo St., Malate, Manila, 1004 Philippines



REQUEST FOR QUOTATION
Solicitation No. 2026-SVP-024
07 August 2026

The **National Tax Research Center (NTRC)**, through its Bids and Awards Committee (BAC), will conduct a Small Value Procurement for the **Procurement of Catering Services for the Stakeholders' Briefing on Tax Reform Agenda** in accordance with Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, otherwise known as the *New Government Procurement Act*, with an Approved Budget of the Contract (ABC) amounting to **Three Hundred Seventy-Five Thousand Pesos (PhP 375,000.00)**.

Interested suppliers are required to submit the **duly signed Quotation Form (Annex A) including the signed Terms and Conditions** together with the following documents on or before **12 August 2026 at 1:30 P.M.:**

1. **Valid and current Mayor's/Business Permit for CY 2026 and PhilGEPS Registration Number OR a Certificate of Platinum Membership, in lieu of the aforementioned documents.**
2. **Notarized Omnibus Sworn Statement (Revised as of 2025).¹**

We strongly encourage interested suppliers to use the provided Quotation Form to avoid errors or omissions of mandatory requirements. If the form is reproduced or retyped, please ensure that all mandatory requirements and provisions are included. Submission with missing requirements or omitted terms and conditions will render the submission ineligible or disqualified. Quotations and all required documents submitted after the deadline will not be accepted. For email submission, the date and time indicated on the email will be considered as the official timestamp.

Quotations may be sent electronic at bacsecretariat@ntrc.gov.ph or submitted physically at the address below:

GENERAL SERVICES DIVISION
8th Floor, EDPC Bldg., BSP Complex,
Roxas Blvd. Cor. P. Ocampo St., Malate, Manila
(Landmark: Near the Department of Finance, Malate. Manila)

The Head of the Procuring Entity reserves the right to reject any or all quotations, declare a failure of bidding, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009, without incurring liability to any affected bidder.

For any clarification, you may contact Mr. Brandon Jorjs V. Holgado, Chairperson of the BAC Secretariat, at (02) 5322-4401, local 7001, or via email at bacsecretariat@ntrc.gov.ph.

ATTY. BRANDON L. BERAD
Chairperson, Bids and Awards Committee

¹Template can be accessed through this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.docx. Please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTES:

1. Both the OSS and its attachment must clearly indicate the name of this procurement.
2. Please use the updated Omnibus Sworn Statement in accordance with RA No. 12009 and its IRR to avoid disqualification. Failure to submit the updated OSS including its necessary attachment, shall result in the rejection of the Bid and the disqualification of the Bidder.

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Bidders who opt to submit their offer through electronic email shall ensure that the quotation is **password protected**. The password for accessing the quotation will be disclosed by the Bidders only during the actual bid opening.
3. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by you or any of your duly authorized representative/s.
4. Price Quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
5. Price quotation/s, to be denominated in Philippine pesos, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Award of the contract shall be made to the lowest calculated responsive bid, which complies with the technical specifications, requirements, and other terms and conditions stated herein.
8. In case two or more bidders are determined to have submitted the lowest calculated responsive bid, the National Tax Research Center (NTRC) shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 04-2026.
9. Item/s delivered shall be inspected on the scheduled date and time of the NTRC. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
10. Payment shall be made within thirty (30) days after submission of the required supporting documents, such as Billing Statement/Invoice and User Acceptance of the product, and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods/services, subject to other payment terms as prescribed in this Request for Quotation. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Where the service provider refuses or fails to satisfactorily complete the work within the specified contract time, plus any extension time duly granted and is hereby in default under the contract, the service provider shall pay NTRC for liquidated damages and not by way of penalty, an amount, as provided in the conditions of the contract, equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amounts of liquidated damages reach ten percent (10%) of the amount of the contract, the NTRC shall have the discretion to terminate the contract without prejudice to any other action or remedy it may take to recover the losses incurred as a result of the service provider's failure/non-performance, including but not limited to forfeiture of performance security and/or blacklisting of the latter.
12. The NTRC need not prove the damages actually incurred to be entitled to such liquidated damages. At the NTRC's convenience, said damages shall be deducted from any money due or which may become due to the service provider under the Contract and/or collected from the retention money or other securities posted by the service provider.
13. The NTRC reserves the right to reject any and all quotations, declare a failure of bidding, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.
14. Matters not covered by the Request for Quotation and its terms and conditions shall be governed by the provisions of RA No. 12009 or the New Government Procurement Act and its IRR, as well as other related laws and further amendments.

CONFORME:

Signature over printed name of the
bidder's authorized signing official

ANNEX A

Having carefully read, understood, and accepted the information provided in the Request for Quotation, together with its Terms and Conditions, I/we hereby submit our quotation(s) for the item(s) described below:

PROCUREMENT OF CATERING SERVICES FOR THE STAKEHOLDERS' BRIEFING ON TAX REFORM AGENDA	
All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.	
Minimum Technical Specifications	Statement of Compliance (Please check whether you comply or do not comply)
Activity Details: a. Venue: Landbank Plaza Hall, Malate, Manila b. Date of Actual Service: 27 August 2026 c. Minimum Number of Participants: Three Hundred (300) pax	☐ Comply ☐ Not Comply
Meal Requirements: a. AM snacks with chips and one round of drinks for 300 pax b. Buffet lunch and drinks for 300 pax c. PM snacks with chips and one round of drinks for 300 pax d. Free-flowing coffee, tea, and drinking water throughout the duration of the activity.	☐ Comply ☐ Not Comply
Buffet Lunch Composition: a. One (1) Salad; b. One (1) Soup; c. Three (3) main dishes consisting of: • One (1) beef dish; • One (1) chicken dish; and • One (1) fish dish. d. One (1) vegetable dish; e. Steamed Rice; f. One (1) Dessert; and g. One (1) serving of juice or soda per participant.	☐ Comply ☐ Not Comply
Serving Schedule: a. AM Snacks – 9:30 A.M. b. Lunch – 11:45 A.M. c. PM Snacks – 2:30 P.M. All food, beverages, dining equipment, and service personnel must be ready at least thirty (30) minutes before the prescribed serving time.	☐ Comply ☐ Not Comply
Other meal requirements: a. The service provider shall submit at least two (2) complete menu options for the approval of the NTRC. b. All meals must be Muslim-friendly. c. Separate and properly cleaned utensils, food containers, and food preparation areas shall be used to prevent cross-contamination with pork or pork-derived products. d. All meals must be freshly cooked and prepared on the date of the activity. Leftover, reheated, or previously served food shall not be allowed. e. The service provider shall immediately replace any food item found to be spoiled, contaminated, insufficient, improperly prepared, or inconsistent with the approved menu.	☐ Comply ☐ Not Comply

f. All food items shall be properly identified and labeled, particularly those containing common allergens such as seafood, nuts, dairy products, eggs, and gluten. g. The service provider shall provide food samples for a taste test on any agreed date between 18-20 August 2026, at no additional cost to the NTRC.	
Dining and Buffet Setup Requirements a. Complete and sufficient dinnerware, glassware, cutlery, serving utensils, food warmers, chafing dishes, beverage dispensers, trays, and other dining equipment necessary for the activity. b. Clean, presentable, and uniformly arranged buffet tables with appropriate table covers and skirting. c. Tables and chairs are sufficient for the confirmed number of participants to be used in a classroom-type setup. d. Clean and presentable tablecloths and seat cover appropriate for a formal government activity. e. Separate and properly arranged stations for meals, coffee, water, beverages, and used utensils. f. Proper clearing, cleaning, and waste disposal throughout and immediately after the activity. g. All equipment and materials provided must be clean, sanitized, serviceable, and free from visible damage.	☐ Comply ☐ Not Comply
Service Personnel Requirements: a. The service provider shall deploy a sufficient number of properly trained servers in clean and appropriate uniforms to ensure the timely, efficient, and orderly distribution and service of meals throughout the activity. b. Each server and food handler must possess a valid health certificate, health permit, medical clearance, or equivalent document issued by the appropriate local government or health authority. c. At least one (1) authorized supervisor or coordinator shall be present throughout the activity to coordinate with the NTRC and address any service-related concerns.	☐ Comply ☐ Not Comply
Permits and Certifications: a. The service provider shall submit, together with its quotation, a copy of its valid Sanitary Permit issued by the appropriate local health authority, covering the kitchen, commissary, or food preparation facility that will be used for the project. b. The winning service provider shall submit, after receipt of the Notice of Award but prior to the issuance of the Purchase Order, the list of food handlers, servers, and other personnel to be assigned to the activity, together with copies of their valid health certificates issued by the appropriate local health authority. All health certificates must be valid on the date of the actual rendering of services.	☐ Comply ☐ Not Comply
Other requirements: a. The service provider shall be allowed to conduct ingress and preliminary setup on 26 August 2026, beginning at 7:30 P.M., subject to the house rules and prior clearance of Landbank Plaza Hall. b. The service provider shall strictly comply with all applicable house rules, security requirements, access procedures, and operating policies of Landbank Plaza Hall. c. The service provider shall attend a joint onsite ocular inspection with the NTRC and the authorized venue representative at least one (1) week before the activity. d. Any damage caused by the service provider, its personnel, equipment, or subcontractors to the venue or its facilities shall be on account of the service provider. e. The service provider shall ensure that the venue remains clean, safe, and orderly during ingress, setup, actual service, and egress.	☐ Comply ☐ Not Comply

Adjustment in the Number of Participants:

- a. The initial meal requirement shall be based on a minimum guaranteed number of **300 pax**.
- b. Should the number of participants increase, the NTRC shall notify the service provider in writing at least five (5) calendar days before the activity.
- c. Additional meals shall be billed based on the same approved cost per participant, corresponding only to the actual number of additional meals ordered and served.

- ☐ Comply
- ☐ Not Comply

*******nothing follows*******

FINANCIAL OFFER:

Bank Details
Banking Institution:
Bank Branch:
Account Number:
Account Name (should be the exact account name as registered in the bank):

Please quote your **best offer** for the said project. Please do not leave any blank items. Indicate **“0”** if item being offered is for free.

Quantity	Item/ Description	Total Bid Price (in Php) <i>inclusive of all costs and applicable government taxes and charges</i>
1 lot	Procurement of Catering Services for the Stakeholders’ Briefing on Tax Reform Agenda	
Amount in words:		

I hereby commit to faithfully complying with all the above technical specifications and requirements. I also acknowledge that should any statement herein be found to be false, constitute a misrepresentation, or have a material omission during bid evaluation, such shall constitute grounds for the automatic disqualification of our bid. In addition, I hereby commit to complying with and delivering all the above requirements stated herein, in accordance with the delivery schedules, standards, and conditions set forth in the Request for Quotation and its Terms and Conditions.

Name of Company (in print)

Name and Signature of Company Authorized Representative

Contact Number

Date

BIDDER'S GUIDE AND CHECKLIST

Documentary Requirements Upon Submission of Quotation

To guide prospective bidders and ensure the submission of complete documentary requirements, **bidders may use the following checklist as a reference**. This checklist does not relieve bidders of their responsibility to review and comply with all requirements stated in the Request for Quotation (RFQ), Terms and Conditions, and Minimum Technical Specifications. **This checklist is provided for guidance only and is not required to be submitted as part of the quotation.**

☐	Submission of valid and current Mayor's/Business Permit for CY 2026 and PhilGEPS Registration Number OR a Certificate of Platinum Membership, in lieu of the aforementioned documents.
☐	Submit a duly accomplished and notarized Omnibus Sworn Statement (OSS) . To avoid alterations, omissions, or errors, bidders are advised to use the prescribed OSS attached to the Request for Quotation and select the appropriate provision applicable to their business organization. Submission of an unnotarized OSS shall result in the rejection of the quotation and the disqualification of the bidder.
☐	When the OSS and other procurement documents are signed by an authorized representative, it shall be accompanied by the duly notarized applicable authority document , such as: a. Special Power of Attorney; b. Board Resolution; c. Partnership Resolution; or d. Secretary's Certificate.
☐	The Omnibus Sworn Statement and the applicable authority document must clearly indicate the complete name of the procurement project: Procurement of Catering Services for the Stakeholders' Briefing on Tax Reform Agenda
☐	Duly accomplished and signed Terms and Conditions .
☐	Duly accomplished and signed Financial Offer .
☐	Compliance with the Minimum Technical Specifications . Please ensure that all applicable items are properly checked and that complete information is provided.
☐	As part of the Minimum Technical Specifications, the bidder shall submit, together with its quotation, a copy of its valid Sanitary Permit or Sanitary Clearance issued by the appropriate local health authority.

IMPORTANT REMINDERS:

1. The quotation and all required documents must be submitted on or before the prescribed deadline.
2. All submitted documents must be readable, complete, current, and valid, as applicable.
3. The NTRC reserves the right to verify the authenticity and validity of the submitted documents with the appropriate issuing authorities.
4. Failure to submit any document expressly required upon submission of quotation may be a ground for declaring the quotation non-responsive.
5. **Bidders are advised to review their submissions using this checklist before submitting their quotations to the NTRC.**

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, **[NAME OF AFFIANT]**, of legal age, **[CIVIL STATUS]**, **[NATIONALITY]**, and with residence at **[ADDRESS OF AFFIANT]**, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **SELECT ONE, DELETE THE OTHERS:**

- *If sole proprietorship:* I am the sole proprietor or authorized representative of **[NAME OF BIDDER]** with office address at **[ADDRESS OF BIDDER]**;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of **[NAME OF BIDDER]** with office address at **[ADDRESS OF BIDDER]**;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of **[NAME OF BIDDER]** with office address at **[ADDRESS OF BIDDER]**;

2. **SELECT ONE, DELETE THE OTHERS:**

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of **[NAME OF BIDDER]**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **PROCUREMENT OF CATERING SERVICES FOR THE STAKEHOLDERS' BRIEFING ON TAX REFORM AGENDA** of the **NATIONAL TAX RESEARCH CENTER** **[INSERT "AS SUPPORTED BY THE ATTACHED DULY NOTARIZED SPECIAL POWER OF ATTORNEY" FOR AUTHORIZED REPRESENTATIVE]**;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **PROCUREMENT OF CATERING SERVICES FOR THE STAKEHOLDERS' BRIEFING ON TAX REFORM AGENDA** of the **NATIONAL TAX RESEARCH CENTER**, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of **[NAME OF BIDDER]**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **PROCUREMENT OF CATERING SERVICES FOR THE STAKEHOLDERS' BRIEFING ON TAX REFORM AGENDA** of the **NATIONAL**

TAX RESEARCH CENTER, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. **[NAME OF BIDDER]** is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **[NAME OF BIDDER]** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **SELECT ONE, DELETE THE OTHERS:**
 - *If sole proprietorship:* The **[NAME OF BIDDER]** and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership:* The partnership itself and the partners of **[NAME OF BIDDER]** are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of **[NAME OF BIDDER]** are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of **[NAME OF BIDDER]** are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

SELECT ONE, DELETE THE REST:

- *In case of corporations:* **[NAME OF BIDDER]** declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - *In case of Foreign Bidders:* **[NAME OF BIDDER]** submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. **[NAME OF BIDDER]** complies with existing labor laws and standards; and
9. **[NAME OF BIDDER]** is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the **PROCUREMENT OF CATERING SERVICES FOR THE STAKEHOLDERS' BRIEFING ON TAX REFORM AGENDA**.
10. **[NAME OF BIDDER]** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given to **[NAME OF BIDDER]**, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[INSERT BIDDER'S NAME]

[AFFIANT'S SIGNATURE OVER PRINTED NAME]

[POSITION/DESIGNATION]

[DATE]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of **[MONTH] [YEAR]** at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her **[INSERT TYPE OF GOVERNMENT IDENTIFICATION CARD USED]**, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of **[MONTH] [YEAR]**.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, **[Date Issued]**, **[Place Issued]**

IBP No. __, **[Date Issued]**, **[Place Issued]**

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.