



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-LRV-006
08 August 2026

The **National Tax Research Center (NTRC)**, through its Bids and Awards Committee (BAC), will conduct a Lease of Real Property and Venue for the **Lease of Venue with Meals and Accommodation for the FIRB Secretariat Learning Series: FIRMS 2.0 and Key Policy Updates** in accordance with Section 35.9 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 for the Contract (ABC) amounting to **Five Hundred Two Thousand Nine Hundred Eighty Pesos (PhP 502,980.00)**.

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 2:00 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. **Latest Income or Business Tax Return.**

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

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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated Responsive Quotation, 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.
8. Award of the contract shall be made to the lowest calculated responsive quotation which complies with the technical specifications, requirements, and other terms and conditions stated herein.
9. The venue and facilities shall be inspected by the authorized personnel of the NTRC prior to the scheduled date of the event to ensure compliance with the specifications of the contract. Consequently, acceptance shall be communicated by acknowledged upon the authorized personnel upon confirmation of the satisfactory delivery to confirm compliance with the technical specifications of the contract.
10. Pursuant to Section 71.1.5 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, a single advance payment not to exceed fifty percent (50%) of the contract amount shall be allowed for contracts entered into by a procuring entity for the following services where the requirement of down payment is a standard industry practice:
 - a. Hotel and restaurant services;
 - b. Use of conference/seminar and exhibit areas; and
 - c. Lease of office space.
11. 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 service , 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.
12. Pursuant to Section 71.1.4 of the IRR of RA No. 12009, liquidated damages shall be imposed if the leased property or venue, including any or all of the contracted facilities and services, is not ready for use on the specified date, including the duly granted extensions. When the service provider fails to satisfactorily make the venue available or provide the required facilities and services under the contract within the specified schedule, inclusive of duly granted time extensions, if any, the service provider shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the total cost of the contract for every day of delay until such venue and facilities are finally made available and accepted by the Procuring Entity. The Procuring Entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such an amount shall be deducted from any money due, or which may become due to the service provider or collected from any securities or warranties posted by the service provider, whichever is convenient to the Procuring Entity. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid. If delays are likely to be incurred beyond their control, the supplier, manufacturer, or distributor shall promptly notify the Procuring Entity in writing, providing details of the causes and duration of the expected delay. The Procuring Entity may, at its discretion, grant a time extension based on meritorious grounds, with or without the imposition of liquidated damages.
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



SIGN HERE

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:

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE FIRB SECRETARIAT LEARNING SERIES: FIRMS 2.0 AND KEY POLICY UPDATES	
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 ("Comply" or "Not Comply")
AVAILABILITY	
a. One function hall for 120 pax, available on the following dates: 02 September 2026 (Tuesday) - 7:00 A.M. to 5:30 P.M 03 September 2026 (Wednesday) – 7:00 A.M. to 3:30 P.M. Kindly submit clear photographs of the offered function hall.	☐ Comply ☐ Not Comply
b. Room requirements: Check-in on 01 September 2026, check-out on 04 September 2026. 1 Unit – Good for 1 pax per room (1 bed per person) 8 Units – Good for 2 pax per room (1 bed per person) Kindly submit clear photographs of the offered rooms.	☐ Comply ☐ Not Comply
LOCATION AND SITE CONDITION	
a. Within Davao City.	☐ Comply ☐ Not Comply
b. Guaranteed parking slot for at least 3-5 vehicles.	☐ Comply ☐ Not Comply
NEIGHBORHOOD DATA	
a. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority.	☐ Comply ☐ Not Comply
b. Proximity to Police and Fire Stations.	☐ Comply ☐ Not Comply
c. Proximity to Banks and Postal service provider.	☐ Comply ☐ Not Comply
VENUE	
a. Structural Condition	
i. The foundation is made of concrete and structural steel materials or combination of both.	☐ Comply ☐ Not Comply
b. Functionality of Function Hall	
i. One function hall for 120 pax, available on the following dates: 02 September 2026 (Tuesday) – 7:00 A.M. to 5:30 P.M 03 September 2026 (Wednesday) – 7:00 A.M. to 3:30 P.M.	☐ Comply ☐ Not Comply
ii. Classroom (preferred) or round table set up for the indicated number of pax above wherein the hotel shall submit proposed seating layout for the NTRC's approval.	☐ Comply ☐ Not Comply
iii. No obstructing pillars. This means the venue must have a clear, wide, and unobstructed space, with no posts or columns that may block the participants' view.	☐ Comply ☐ Not Comply
iv. The function hall shall include the following amenities, which the hotel must provide: With high-speed internet and unlimited Wi-Fi capable of accommodating up to 120 participants. The hotel shall guarantee stable connectivity, as the workshop will necessitate internet access for all participants.	☐ Comply ☐ Not Comply

• The function room shall be well lit, with sufficient lighting, and properly ventilated with air-conditioning. • Audible/operational sound system and provision of at least 4 wireless microphone units or wired microphone units with stand. • Provision of at least 3-4 projectors with screens, 1 HDMI splitter, including all necessary HDMI cables, to support a multi-screen display setup. • Provision for flag poles. • Provision for extension wires. • Waived electricity charges for use of laptops and projectors.	
c. Functionality of Room Accommodation	
i. Room requirements are as follows: • 1 Unit – Good for 1 pax per room (1 bed per person) • 8 Units – Good for 2 pax per room (1 bed per person)	☐ Comply ☐ Not Comply
ii. All rooms must include a complimentary breakfast. The check-in date will be 01 September 2026, and the check-out date will be 04 September 2026.	☐ Comply ☐ Not Comply
iii. No additional cost shall be charged for early check-in or late check-out, should such instances arise, subject to room availability.	☐ Comply ☐ Not Comply
iv. Hotel room with Wi-Fi, fully furnished with towels, bedding, and toiletries, with continuous water supply and accessible comfort rooms.	☐ Comply ☐ Not Comply
v. Compliance with the standards provided by the Building Code of the Philippines.	☐ Comply ☐ Not Comply
vi. At least one (1) Operational Elevator for four (4) or more storey buildings.	☐ Comply ☐ Not Comply
vii. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler.	☐ Comply ☐ Not Comply
d. Other requirements	
i. Adequate security services (24/7).	☐ Comply ☐ Not Comply
ii. Designated contact person.	☐ Comply ☐ Not Comply
iii. Provision of janitorial and maintenance services.	☐ Comply ☐ Not Comply
iv. Use of energy efficient lighting (LED day light).	☐ Comply ☐ Not Comply
v. Compliance with Tourism Act of 2009 as industry standard.	☐ Comply ☐ Not Comply
e. Catering Services	
i. Location must be inside the Function Room or outside but near the Function Room.	☐ Comply ☐ Not Comply
ii. Meals will be provided for the 120 pax.	☐ Comply ☐ Not Comply
iii. Meals schedule: • 02 September 2026 (Tuesday) – AM snacks, managed buffet lunch, and PM snacks • 03 September 2026 (Wednesday) – AM snacks, managed buffet lunch, and packed PM snacks	☐ Comply ☐ Not Comply
iv. Meals composed of the following wherein the hotel shall submit menu options for the NTRC's approval (<i>all meals must be Muslim-friendly</i>):	☐ Comply ☐ Not Comply
1. Managed Buffet Lunch composed of the following: - Salad or Soup - Main Course: (at least two (2) variants of meat (<i>e.g. beef, fish, chicken</i>) and one (1) variant of vegetables) - Rice - Dessert	☐ Comply ☐ Not Comply
2. Drinks (at least one (1) round of juice or soda for AM snacks, lunch and PM snacks). For the packed PM snacks on 03 September 2026, drinks to be provided shall be bottled.	☐ Comply ☐ Not Comply

3.	Provision of free-flowing coffee (preferably brewed), tea (if available), and water.	☐ Comply ☐ Not Comply
f. Airport Transfer		
i.	Shall provide roundtrip shuttle service from the airport to the hotel and vice versa for 17 passengers with individual luggage. The time of arrival and departure shall be coordinated with the hotel based on the flight details.	☐ Comply ☐ Not Comply
g.	With satisfactory ratings from clients or guests. Client satisfaction shall be evaluated based on the venue's verified online guest rating or, where no online rating is available, a Certificate of Satisfactory Performance, equivalent client evaluation, or verifiable client reference. The result shall form part of the technical rating of the proposed venue and shall not be treated as an additional eligibility requirement.	☐ Comply ☐ Not Comply
*****nothing follows*****		

Rating Factor <i>(To be filled out by NTRC personnel)</i>	Assigned Weights
Availability	___ x 35% =
Location and Site Condition	___ x 30% =
Neighborhood Data	___ x 5% =
Venue	___ x 30% =
Passing Rate: 85%	

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	Lease of Venue with Meals and Accommodation for the FIRB Secretariat Learning Series: FIRMS 2.0 and Key Policy Updates	
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)

SIGN HERE

Name and Signature of Company Authorized Representative

Contact Number

Date