

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Tax Consulting Services** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **October 21, 2024, 10:00 am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized), latest Income/Business Tax Return and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at bac@sbcorp.gov.ph jbperez@sbcorp.gov.ph jparpan@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson 

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p align="center">TERMS OF REFERENCE</p> <p>I. PROJECT TITLE: Tax Consulting Services</p> <p>II. PROJECT DESCRIPTION</p> <p>Tax is a significant cost in business. As such, properly managing and controlling inherent tax risks is a must. And to keep up with tax developments and have a clearer understanding it is important to seek professional tax advice to help them manage tax risk, control costs, and seize tax planning opportunities.</p> <p>The Philippine tax environment is dynamic. Regulations are constantly evolving and to keep pace with the changing business landscape, businesses must thoroughly assess their tax structures, tax positions and tax compliances on an ongoing basis, to ensure that the overall tax positions are backed by adequate support, compliances are monitored, and other matters (if any) are dealt with appropriately.</p> <p>Tax, being an important aspect of any business, needs to be checked and assessed by a tax professional. Conducting such checks on a periodic basis will help in managing tax risks, ensure appropriate compliance, result in better preparedness for tax audits and strengthen tax positions.</p> <p>III. SITE</p> <p>SB Corporation at 17/18/19 Flrs. 139 Corporate Center, 139 Valero Street, Salcedo Village, Makati City.</p> <p>IV. PROJECT OBJECTIVES:</p> <p>The CONSULTANT shall render consulting services to SB Corporation to:</p> <ol style="list-style-type: none"> 1. Identify any inherent risks through an in-depth and systematic review of the books of accounts. 	

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2. Identify tax risks and assess the potential impact to SB Corp.
3. Establish any risk of and quantifying any potential back taxes discovered during a review.
4. Provide advice on the mitigation and settlement of any tax risk identified.
5. Provide a deep insight into SB Corp's current tax practices to be able to assess and mitigate potential risks, improve tax compliances, and stay updated with the BIR rulings, regulations, and other tax issuances.
6. Conduct a tax health check to ascertain the level of compliance with relevant tax laws, identifying the potential tax risks and evaluating recommendations for improved compliance.

V. EXPERTISE REQUIRED

The tax consultancy services shall be provided by a reputable tax consultancy firm required with the following key expertise:

1. Assigned experts should have experience in handling government-owned and controlled corporations (GOCCs) tax matters.
2. Assigned experts of the firm must have at least 10 years of experience with tax assessments and tax litigations.
3. Preferably with 10 years of experience in working in tax administration.

VI. SCOPE OF SERVICES

The independent party will perform the following activities:

1. Review of financial data with relevance to BIR audits.
2. Provide oral or written reply to SB Corp's tax-related inquiries.
3. Review of contracts and accounting transactions for the period under review to ensure tax compliance and to check their tax implications.
4. Review of all tax forms and returns applicable to the Corporation and its calculations.

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5. Review of all tax correspondence with the tax authorities.
6. Review of all tax payments and ensure all tax receipts are properly filed.
7. Detailed review of 2024 annual corporate income tax return and calculations to ensure completeness and accuracy.
8. Conduct a one-day training/workshop for proper handling of tax correspondence, tax returns and BIR audit.
9. Assists in handling tax audits of BIR (CY 2021 and 2023).
10. Attend meetings related to BIR audit CY 2021 and 2023.
11. Consultation services for tax matters clarification and inquiries.
12. Prepare Tax Health Check Report and discuss it with key business stakeholders (Controllership Group and Management)

VII. DELIVERABLES

The independent party will provide the following deliverables upon completion of the tax health check:

1. Tax Health Check Report - a detailed report outlining the findings including the potential tax risks and exposures, conclusions, and recommendations from the tax health check.
2. Presentation of the validation results to key stakeholders, including an opportunity for questions and discussion.
3. One day workshop for proper handling of BIR audit including steps and processes, tax correspondence and available tax remedies.
4. Reviewed indicative annual income tax calculation for CY 2024.

VIII. ENGAGEMENT FEE

The cost of engagement shall not exceed **PESOS: NINE HUNDRED FIFTY THOUSAND (Php950,000)** inclusive of all applicable taxes and out-of-pocket expenses. Payment shall be based on the submission of deliverables as evidenced by the acceptance of SB Corp.

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IX. PAYMENT SCHEME/SCHEDULE

SBCorp. shall pay the CONSULTANT in the following schedule:

	Payment (%)	Remarks
1 st Release	15%	Advance payment upon written request and posting of bank guarantee or irrevocable letter of credit
2 nd Release	35%	Upon submission and acceptance of interim report and deliverables (at least 50%)
3 rd Release	25%	Upon submission and acceptance of interim report and deliverables (at least 75%)
4 th Release	25%	Upon submission and acceptance of final report and deliverables

X. CONTRACT PERIOD

Timeline

The contract shall be effective for three (3) months from the time of awarding the project, with bi-monthly updates provided to SB Corp.

Reporting

The independent party will report directly to the Controllership Group headed by the CG Head who will oversee the tax consultancy activities and coordinate communication with the Management Committee (ManCom).

Confidentiality

All information provided to the independent party during the tax consultancy will be treated with strict confidentiality and will not be disclosed to any third parties without prior written consent from SB Corp.

ManCom

<p>XI. DOCUMENTARY REQUIREMENTS FOR SUBMISSION TO SBCORP</p> <ul style="list-style-type: none"> ▪ Company/Business Profile ▪ Copy of Business/Mayors Permit ▪ Copy of BIR Certificate of Registration ▪ Copy of Income Tax Return (for ABC above Php500,000) ▪ PhilGEPS Registration (Red membership) ▪ Accomplished Omnibus Sworn Statement (in case of corporation, Secretary's Certificate) ▪ Proposal 											
<p>XII. PROCUREMENT SELECTION The Consultant shall be procured through Small Value Procurement under Section 53.9 of IRR of RA 9184.</p>											
<p>XIII. CRITERIA FOR EVALUATION The provider shall be evaluated based on Quality-Cost Based Evaluation (QCBE) procedure. The criteria and rating for the selection of the winning CONSULTANT are as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Proposal</th> <th style="width: 30%;">Weight</th> </tr> </thead> <tbody> <tr> <td>Technical Proposal</td> <td style="text-align: center;">85%</td> </tr> <tr> <td> <ul style="list-style-type: none"> ▪ Years of experience on tax assessment and tax litigation ▪ Tax experience in government-owned or -controlled corporations (GOCCs) tax matters ▪ Scope of services </td> <td style="text-align: center;">25% 25% 35%</td> </tr> <tr> <td>Financial Proposal</td> <td style="text-align: center;">15%</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table> <p>and the winning CONSULTANT must garner 90%.</p>	Proposal	Weight	Technical Proposal	85%	<ul style="list-style-type: none"> ▪ Years of experience on tax assessment and tax litigation ▪ Tax experience in government-owned or -controlled corporations (GOCCs) tax matters ▪ Scope of services 	25% 25% 35%	Financial Proposal	15%	Total	100%	
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Total	100%										

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DELIVERY REQUIREMENT	
a) 1 lot	
b) SBCorp Head Office, Makati	
c) Three (3) months upon receipt of Notice to Proceed (NTP)	

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC Php950,000.00 Tax Inclusive			In words _____ _____ In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.

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9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp 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 to it.

Office Telephone No. _____

Mobile No. _____

Email address: _____

Signature over Printed Name

Position/Designation

M.M.M.