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Approved By:

Republic of the Philippines
COURT OF TAX APPEALS
Quezon City

REQUEST FOR QUOTATION

Date: **May 10, 2019**
RFQ No.: **14-2019**

Name of Company :
Address :
Business Permit No. :
TIN No. :
PhilGEPS Registration No.:

Please quote your best offer for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation.

Submit your quotation duly signed by you or your duly authorized representative and copies of the following eligibility requirements not later than ***May 16, 2019 at 3:00PM***:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate; and
3. Omnibus Sworn Statement (with Secretary's Certificate if corporation)

Open quotations may be submitted at the address indicated below or fax at Telefax No. 920-2552.

ANNE BENITA S. AUSTIN
Chief Judicial Staff Officer
Property & Supply Division

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

ITEM DESCRIPTION	QTY	Approved Budget of the Contract	OFFER					
			PRICE			Compliance with Technical Specifications (please check)		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
EXECUTIVE TABLE Technical specifications: **A. MAIN TABLE** Material: 30mm thick laminated natural Mahogany Wood Veneer in Medium Density Fiberboard in polyurethane top coat finish Dimension: At least 2000mmW x 1000mmD x 750mmH Accessories: 3 drawer wooden cabinet with casters, black leather writing pad, modesty	**1 set**	**Php150,000.00**						

panel and wiring management Design: Free standing table with 3 drawer wooden cabinet, with black leather writing pad and with wiring management. **B. SIDE TABLE** Material : 30mm thick laminated natural Mahogany Wood Veneer in Medium Density Fiberboard in polyurethane top coat finish Dimension: At least 1000mmW x 500mmD x 740mmH Accessories: With CPU cabinet and with multi-purpose cabinet, adjustable shelves Design: Free standing side table with CPU cabinet and multi-purpose cabinet; with adjustable shelves and with centralized lock system.								

_____

Signature over Printed Name

_____

Telefax No. (Landline and/or Cellphone)

_____

E-mail Address

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.

2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.

3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.

4. Quotations exceeding the Approved Budget for the Contract shall be rejected.

5. 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.

6. 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 technical specifications and other terms and conditions stated herein.

7. The item/s shall be delivered within seven (7) working days from receipt of Purchase Order. Payment shall be made within 3 days upon receipt of the good/s and/or service/s and demand for payment.

8. Representative from the Office of Administrative and Finance Services (OAFS) and Property and Supply Division (PSD) shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications

9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods/services 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 to it.

10. The obligation for the warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period. Provided, however, that the goods are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

11. 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 thereby incurring any liability to the affected Supplier.