



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

From : _____
 To : _____

Approved By: _____

REQUEST FOR QUOTATION

Date: **June 13, 2016**

RFQ No.: **08-2016**

Name of Company : _____
 Address : _____

Business Permit No. : _____

TIN No. : _____

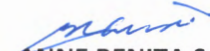
PhilGEPS Registration No.: _____

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 **June 21, 2016**:

1. Business Permit,
2. Tax Clearance Certificate,
3. Annual Income Tax Return, and
4. PhilGEPS Certificate of Registration

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					REMARKS
			PRICE			Compliance with Scope of Work (please check)		
			QTY	Unit Price	Total Price	Yes	No	
<u>AIR-CONDITIONING UNIT</u> <i>Please see attached Technical Specifications.</i>	2 units	PhP120,000.00						

 Signature over Printed Name

 Telefax No. (Landline and/or Cellphone)

 E-mail Address

TECHNICAL SPECIFICATIONS

I. Air-Conditioning Unit for Asst. Director of OAFS, Second Floor, CTA Building I:

a.)	General	2.0 HP capacity wall mounted inverter split type Air Conditioning Unit, complete with matching Air Cooled Condensing Unit.
b.)	Cooling Capacity Rated	19,096 kJ/h
c.)	EER	13.1 Btu/h-W
d.)	Voltage, Frequency, Phase	220-230V, 60 Hz, 1 Ph
e.)	Refrigerant	R410A
f.)	Piping Size Liquid, Gas	¼", ½ "
g.)	Max. refrigerant pipe length	20 ft
h.)	Materials and appurtenances	The seller shall supply the complete items, consumables, expendables, frames, fittings and all other standard accessories approved by the Original Equipment Manufacturer (OEM) in order to validate and preserve the warranty agreement for the subject units.
i.)	Delivery, Installation and Commissioning	Seller shall supply the service, tools and labor within the manufacturer's standard procedure and conditions, to deliver, install and commission the units.

II. Air-Conditioning Unit for Human Resources Division, Second Floor, CTA Building I:

a.)	General	1.5 TR capacity ceiling-mounted inverter split type Air Conditioning Unit, complete with matching Air Cooled Condensing Unit.
b.)	Input	2400 Watts
c.)	EER	9 kJ/h-W
d.)	Voltage, Frequency, Phase	220-230V, 60 Hz, 1 Ph
e.)	Refrigerant	R410A
f.)	Max. refrigerant pipe length	20 ft
g.)	Materials and appurtenances	The seller shall supply the complete items, consumables, expendables, frames, fittings and all other standard accessories approved by the Original Equipment Manufacturer (OEM) in order to validate and preserve the warranty agreement for the subject units.
h.)	Delivery, Installation and Commissioning	Seller shall supply the service, tools and labor within the manufacturer's standard procedure and conditions, to deliver, install and commission the units.

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 initiated 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 ten (10) 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. 1 (one) year warranty for parts and labor.
9. Representatives from the General Services Division (GSD) and Internal Audit Service (IAS) shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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 to it.
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.