



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING
 From _____
 To _____
 Approved By: *[Signature]*

REQUEST FOR QUOTATION

Date: **August 5, 2016**
 RFQ No.: **14-2016**

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 **August 15, 2015**:

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.

[Signature]
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 Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
TOURIST BUS (FULLY AIRCONDITIONED) Technical Specifications: Date: August 17 & 18, 2016 (Wednesday & Thursday) Pick-up & Drop-off Place: Court of Tax Appeals, Agham Rd., Diliman, Quezon City Pick-up Time: 7:00 AM Destination: Tagaytay City Proper (overnight) 55-60 seater capacity, 2X2 configuration, with reclining seats and luggage compartment.	4 units	PhP 120,000.00						

Complete Bus Accessories – TV, DVD/VCD, Stereo and Wifi (preferably). Inclusive of drivers’ fees and meal allowances. Inclusive of fuel. Inclusive of parking fees (if any). Inclusive of toll fees (SLEX/ Coastal, Cavite). Inclusive of Government imposed taxes. Inclusive of onboard passenger insurance. With LTFRB special trip permit.								
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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 forty five (45) 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. In the event of an accident which is directly attributable to the fault of the driver, the Bidder shall be liable for damages at the limit set forth by its insurance.
8. The CTA reserves the right to accept or reject any offer, to annul the procurement process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected Supplier or Suppliers.