

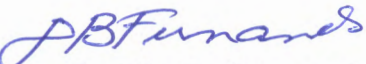
REQUEST FOR QUOTATION

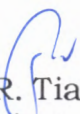
The Court of Tax Appeals Bids and Awards Committee 1 (BAC1) through the Human Resource Division, will undertake the Procurement of Catering Service, in accordance with the provision of the Implementing Rules and Regulations (IRR) of Republic Act 9184 as amended. The details of the project are as follows:


Name of Project	:	Catering Service for seminar-workshop on Coaching and Mentoring for Meaningful High Performance for Court of Tax Appeals on April 17-18, 2017
Approved Budget for Contract	:	PhP46,000.00


All quotations should be accomplished in the technical specifications attached as "Annex A". Deadline of submission is on or before 10:00 a.m. of April 10, 2017 and may be submitted manually, email or through facsimile to the Human Resource Division, 2nd Floor, CTA Building I, Agham Road, Diliman, Quezon City.

Contact Person : Mr. Marvin Joseph M. Hebron
Contact No. : 920-4249 loc. 203
Fax No. : 927-2398
Email Address : mjhebron@yahoo.com


Atty. Danilo B. Fernando
Chairperson, BAC1


Dir. Elsie R. Tiauzon-Forteza
Vice-Chairperson, BAC1


Atty. Jesus P. Inocando, Jr.
Regular Member, BAC1


Atty. Ma. Victoria P. Dural
Provisional Member, BAC1


Mr. Vicente G. Clemente
Provisional Member, BAC1

Annex "A"
TECHNICAL SPECIFICATIONS

INSTRUCTIONS			
1. Accomplish this RFQ correctly and accurately			
2. Do not alter the contents of this form in any way,			
Item Description	Compliance		Remarks
	YES	NO	
I. Availability: April 17-18, 2017, from 8:00 a.m to 5:00 p.m	[]	[]	
II. Delivery: on site, at CTA Multipurpose Hall, 5 th Floor, CTA Building II, Agham Road, Diliman, Quezon City	[]	[]	
III. Meal Requirements for at least <u>46 persons</u>			
a. AM Snacks (noodles, pasta, bread, pastries or kakanin)	[]	[]	
b. Buffet Lunch	[]	[]	
i. Salad	[]	[]	
ii. Soup	[]	[]	
iii. Main Course (at least 2 variants of chicken, pork or beef, 1 variant of fish, and 1 variant of vegetables)	[]	[]	
iv. Rice	[]	[]	
v. Dessert/Fruits	[]	[]	
c. PM Snacks (noodles, pasta, bread, pastries or kakanin)	[]	[]	
IV. Attached at least four (4) sets of complete menu based on the specification indicated in Item III.	[]	[]	
V. Drinks (at least one round of iced tea, juice or soft drinks for every meal and every snacks).	[]	[]	
VI. Free flowing brewed coffee and tea inside the function room during training proper	[]	[]	
VII. Buffet table set-up with fresh flower arrangement and separate tables for beverages, with complete dinnerware, flatware, glassware and all necessary dining materials good for 46 persons.	[]	[]	
VIII. The caterer shall provide the tables and chairs for the participants, preferably round tables, with table cloth and linen and chair with cover free of charge.	[]	[]	
IX. The caterer shall provide uniformed waiters or service staff in proper uniform.	[]	[]	
X. Eligibility Requirements: Enclosed/Submit a copy of the following:	[]	[]	
1. Mayor's Business Permit	[]	[]	
2. PhilGEPS Registered Registration	[]	[]	
3. Income/Business Tax Return	[]	[]	

Please quote your best offer based on the following:

Rate per person/day:	
Total Price:	

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 the Philippine peso shall include all taxes, duties, and/or levies payable.
4. Award of the contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by your or any of your duly authorized representative/s.
6. The CTA shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
7. The CTA shall prefer send bill arrangements for payment. In lieu of send bill arrangement, advance payment of fifty percent (50%) of the total contract price may be made by the CTA before the date of the event with the remaining 50% to be paid after the event.
8. 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 it.

CONFORME:

Authorized Representative Signature Over Printed Name

Designation: _____

Name of Company: _____

Address: _____

Contact No.: _____