



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

From _____

To _____

Approved By:

Soledad R. Ho
SOLEDAD R. HO

CTA Asst. Chief of Office (Director III)
 Office of Administrative & Finance Services

REQUEST FOR QUOTATION

Date: **May 2, 2017**

RFQ No.: **03-2017**

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 5, 2017**:

1. Mayor's/Business Permit, and
2. PhilGEPS Registration Certificate

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

Anne Benita S. Austin
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	
PRINTER <i>Please see attached Technical Specifications.</i>	5 units	Php210,000.00						

 Signature over Printed Name

 Telefax No. (Landline and/or Cellphone)

 E-mail Address

ITEM	SPECIFICATION	
5 UNITS COLOR LASERJET MINIMUM REQUIREMENTS	Type	Color printer
	Printing Speed (First page out)	Black: At least 8.8 sec Color: At least 9.4 sec
	Resolution (black)	600 x 600 dpi
	Resolution (color)	600 x 600 dpi
	Printing Technology	Laser
	Resolution Technology	ImageREt 3600, PANTONE calibrated
	Memory, standard	At least 256 MB NAND Flash, 256 MB RAM
	Duty cycle (monthly)	At least 45,000 pages
	Display	At least 3.0-in intuitive color touchscreen
	Connectivity	At least Hi-Speed USB 2.0 port; built-in Gigabit Ethernet 10/100/1000 Base-TX network port
	OS Support	Windows 7, 8.1, 10: 32/64 bit
	Processor Speed	At least 1200 MHz
	Media sizes, custom	Tray 1: 3x5 to 8.5x14 in Tray 3: 3.94x5.83 to 8.5x14 in
	Media types	Paper (bond, brochure, colored, glossy, letterhead, photo, plain)
	Duplex printing	Automatic (standard)
	Print speed, black (normal)	At least 26 ppm
	Dimensions (W x D x H)	16.2 x 18.5 x 11.6 in
	Dimensions Maximum (W x D x H)	16.2 x 25.6 x 13.4 in
	Print speed, color (normal)	At least 27 ppm
	ENERGY Star Qualified	Yes
Number of print cartridges	4 (1 each black, cyan, magenta, yellow)	
Warranty	At least 1 year	

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 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. Representatives from the Management Information System Division (MISD) 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.
9. 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.
10. 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.