



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY


REQUEST FOR QUOTATION


The Court of Tax Appeals Bids and Awards Committee 1 (BAC1) invites all interested parties to participate and submit their lowest price quotation for the Lease of Venue for the CTA Badminton Tournament:

Name of Project	:	Lease of Venue for the CTA Badminton Tournament
Approved Budget for Contract	:	PhP8,500.00

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 June 13, 2017 and may be submitted manually, email or through facsimile to the Property and Supply Division, Ground Floor, CTA Building I, Agham Road, Diliman, Quezon City.

Contact Person : Ms. Anne Benita S. Austin
Member, BAC1 Secretariat
Contact No. : 920-4249 loc. 201
Fax No. : 920-2552
Email Address : austin_anne@ymail.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. Preferred dates are: June 27 and 29, 2017 July 4, 6, 11, 13 and 18, 2017 5:00 p.m. to 7:00 p.m. if the above dates are not available, please indicate in the remarks the alternative dates	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
II. Location: within Quezon City	<input type="checkbox"/>	<input type="checkbox"/>	
III. Scope: 1. Spacious venue that can accommodate at least 40 persons 2. 2 badminton court	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
IV. Eligibility Requirements: Enclosed/Submit a copy of the following: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number or Certificate, if available 3. Income/Business Tax Return	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Please quote your best offer based on the following:

Per hour rate: _____

No. of hours: _____

Total: _____

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 on the day of the event.

CONFORME:

Authorized Representative Signature Over Printed Name

Designation: _____

Name of Company: _____

Address: _____

Contact No.: _____