



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING
 From : _____
 To : _____
 Approved By: *[Signature]*
SOLEDAD R. HO
Director ID

Office of Administrative & Finance Services

REQUEST FOR QUOTATION

Date: **April 20, 2018**

RFQ No.: **05-2018**

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 **April 24, 2018**:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate (if available)
3. Omnibus Sworn Statement with Secretary's Certificate

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	
<u>ATHLETIC UNIFORM</u> 116 Jersey sleeveless and shorts for Male Employees 161 Jersey T-shirt and shorts for Female Employees Please see attached technical specifications.	277 sets	Php235,450.00						

 Signature over Printed Name

 Telefax No. (Landline and/or Cellphone)

 E-mail Address

TECHNICAL SPECIFICATIONS

Item Description	Compliance		Remarks
	YES	NO	
I. DELIVERY: 1. on site, at the 2 nd Floor Lobby, CTA Building I, Agham Road, Diliman, Quezon City	[]	[]	
II. TECHNICAL DESCRIPTION: 1. Athletic Uniform, for four (4) team colors: a. Red b. Black c. Yellow d. White 2. Fabric: Quina or its equivalent 3. Print: Sublimation 4. Sizing: Standard Sizing 5. Design: sample design as attached. a. With front and back design not limited to team/agency name, number and surname	[] [] [] [] []	[] [] [] [] []	
III. QUANTITY 1. 116 Jersey Sleeveless and shorts for Male Employees 2. 161 Jersey T-shirt and shorts for Female Employees	[] []	[] []	

SAMPLE DESIGN:



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 fourteen (14) calendar 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 Human Resources Division (HRD) 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 obligation for the warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period. Provided, however, that the goods are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
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.*