



Republic of the Philippines  
**COURT OF TAX APPEALS**  
 Quezon City

<b>APPROVED FOR POSTING</b>	
From	_____
To	_____
Approved By: <i>[Signature]</i>	

**REQUEST FOR QUOTATION**

Date: **May 28, 2014**

RFQ No.: **03-2014**

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 **June 05, 2014**:

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	
SOUVENIR PROGRAM 100 pages including covers Size: A4 (8.3" x 11.7") Cover: C2S#180 with Matte Lamination and Varnish Finish Inside: C2S#100 Color: Full Color Binding: Saddle-stitch Printing: Off-set with Computer to Plate (CTP)	500 Copies	Php125,000.00						

\_\_\_\_\_  
 Signature over Printed Name

Property and Supply Division, Court of Tax Appeals, National Government Center,  
 1800 Agham Road, North Triangle, Diliman, Quezon City 1104 Telefax No.: 920 2552

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 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 initiated 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 Property and Supply Division (PSD) 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.

Property and Supply Division, Court of Tax Appeals, National Government Center,  
1800 Agham Road, North Triangle, Diliman, Quezon City 1104 Telefax No.: 920 2552



REPUBLIC OF THE PHILIPPINES  
**COURT OF TAX APPEALS**  
QUEZON CITY

**NOTICE OF AWARD**

**MS. JACQUELINE E. CORTES**  
Proprietor  
Lettercraft Printing Services  
20 Athens St.  
Valenzuela City

Dear Ms. Cortes:

I am pleased to inform you that upon recommendation of the Property & Supply Division, the contract for the procurement of printing services for 500 copies of souvenir program is hereby awarded to you in the amount of **ONE HUNDRED SEVEN THOUSAND PESOS (Php107,000.00), inclusive of tax**, in accordance with the terms & conditions contained in the Request for Quotation.


Please acknowledge receipt hereof and signify your concurrence to the contents of this Notice of Award by signing under the CONFORME provided below, and return the same to us within two (2) days from receipt.

Issued this 23<sup>rd</sup> of June 2014.

Very truly yours,

*Juanito C. Castañeda, Jr.*  
**JUANITO C. CASTAÑEDA, JR**  
Acting Presiding Justice

**CONFORME:**

  
\_\_\_\_\_  
**MS. JACQUELINE E. CORTES**  
Proprietor

Date June 24, 2014

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