



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

From : _____
 To : _____

Approved By: *[Signature]*

REQUEST FOR QUOTATION

Date: **July 3, 2018**

RFQ No.: **14-2018**

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 **July 6, 2018**:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number or 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 specification (please check)		
			QTY	Unit Price	Total Price	Yes	No	
CANON 319 BLACK TONER	18 pcs	Php90,000.00						

 Signature over Printed Name

 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 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 five (5) 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) 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.



REPUBLIC OF THE PHILIPPINES
COURT OF TAX APPEALS
QUEZON CITY

NOTICE OF AWARD

July 30, 2018

Mr. JOSEPH A. TRASMONTE
Account Executive
CITIPAPER INC.
R-255 Comfoods Bldg.,
Gil Puyat Avenue
Makati City,
Metro Manila

Dear Mr. Trasmonte:

I am pleased to inform you that upon recommendation of the CTA BIDS AND AWARDS COMMITTEE 1 (CTA BAC 1), in accordance with BAC 1 Resolution No. 26-2018 dated 17th day of July 2018, the contract for the procurement of 18 pieces of Canon 319 Black Toner is hereby awarded to you in the amount of **EIGHTY-FOUR THOUSAND SEVEN HUNDRED EIGHTY PESOS (Php84,780.00)**, inclusive of taxes, in accordance with the Technical Specifications and Terms and Conditions contained in the Request for Quotation.

Moreover, the obligation for the warranty shall be covered by retention money in an 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 conditions imposed under the contract have been fully met.

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.

Very truly yours,

A handwritten signature in black ink, appearing to read "Roman G. Del Rosario", is written over a horizontal line.

ROMAN G. DEL ROSARIO
Presiding Justice

CONFORME:

A handwritten signature in black ink, appearing to read "Joseph A. Trasmonte", is written over a horizontal line.

JOSEPH A. TRASMONTE