



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

**APPROVED FOR POSTING**

From \_\_\_\_\_  
 To \_\_\_\_\_

Approved By: \_\_\_\_\_

**REQUEST FOR QUOTATION**

Date: **July 10, 2018**  
 RFQ No.: **16-2018**

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 13, 2018**:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number or PhilGEPS Certificate of Registration
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.

*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 Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
<b>HARDHAT</b>  Technical specifications: Made of lightweight material Durable Equipped with shock absorbing, 8 fixing point suspension Chin strap included Type II Class G Color & quantity breakdown: Yellow – 140pcs Blue – 77pcs Red – 83pcs	300 pcs	Php150,000.00						

\_\_\_\_\_  
 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. Representative from the Office of Administrative and Finance Services (OAFS) and 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/services 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.

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