



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING
 From : Nov. 20, 2018
 To : Nov. 23, 2018
 Approved By:
SOLEDAD R. HO

CTA Asst. Chief of Office (Director II)
 Office of Administrative & Finance Services

REQUEST FOR QUOTATION

Date: November 19, 2018

RFQ No.: Z4-2018

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 **November 23, 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					
			PRICE			Compliance with Terms of Reference (please check)		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
REPUTABLE CATERING SERVICE For the Court of Tax Appeals FY 2018 Christmas Party on December 7, 2018 Friday, 11:30am at 5/F Multi-Purpose Hall, Court of Tax Appeals Bldg. II Terms of Reference: 1. Catering for 308 pax at Php1,000.00 each for LUNCH and MERIENDA including full buffet set-up with tables and chairs, table cloth and linen, flatware, glassware, folded table napkins and utensils with the following:	1 lot	Php308,000.00						

<p>Lunch:</p> <ul style="list-style-type: none"> • One viand each of fish, beef, chicken, pork & vegetable • Steamed rice • One (1) dessert/pastry • Fruit bar/medley <p>Merienda:</p> <ul style="list-style-type: none"> • Pasta • Sandwiches <p>2. Drinks (soda or iced tea);</p> <p>3. Service staff in uniform;</p> <p>4. At least four (4) buffet set-up;</p> <p>5. Sit down lunch set-up for 290 pax in rectangular tables;</p> <p>6. Centerpiece on each table; and</p> <p>7. Special (plated) service for VIPs.</p>								
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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 on December 7, 2018. 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 & Finance Services (OAFS) and Property and Supply Division (PSD) shall have the right to inspect and/or to test the goods/services to confirm their conformity to the

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

technical specifications/terms of reference.

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.



REPUBLIC OF THE PHILIPPINES
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NOTICE OF AWARD

December 4, 2018

MS. VANESSA T. PEREZ

Marketing Manager

SWEET ONION CUISINE AND CATERING SERVICES

No. 18 Ateneo Road, Kingsville Subdivision,
Mayamot, Antipolo, Rizal

Dear Ms. Perez :

We are pleased to inform you that the procurement for the catering services for the Court of Tax Appeal's Christmas Party on December 7, 2018 is hereby awarded to **SWEET ONION CUISINE AND CATERING SERVICES** with office address at No. 18 Ateneo Road, Kingsville Subdivision, Mayamot, Antipolo, Rizal, in the amount of **TWO HUNDRED NINETY-EIGHT THOUSAND SEVEN HUNDRED SIXTY PESOS (Php298,760.00), inclusive of taxes.**

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,

ROMAN G. DEL ROSARIO
Presiding Justice

CONFORME:

VANESSA T. PEREZ