



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

From : _____
 To : _____

Approved By:

Soledad R. Ho
SOLEDAD R. HO

CTA Asst. Chief of Office (Director II)
 Office of Administrative Services
 Date: ~~December 20, 2018~~
 RFQ No.: **28-2018**

REQUEST FOR QUOTATION

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 **December 27, 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 / Scope of Work (please check)		
			QTY	Unit Price	Total Price	Yes	No	
<u>STARTER MOTOR FOR 800KVA MTU GENERATOR SET</u> Technical specifications / description: ➤ DELCO REMY Starter Motor ➤ PART No.: MTU 0051519901 6, 6kW 24V ➤ No.: 708 ➤ Rotation: CW ➤ Made in Hungary Scope of Work: ➤ Walk-around inspection;	1 unit	Php160,000.00						

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

<ul style="list-style-type: none"> ➤ Conduct safety shut-down of generator set unit; ➤ Dismount existing defective starter; ➤ Thoroughly clean the starter mounting area on the engine; ➤ Install new starter motor; ➤ Tighten all mounting bolts; and ➤ Testing of generator set. <p>Warranty Period:</p> <ul style="list-style-type: none"> ➤ Six (6) months from the final Acceptance of Work by the Procuring Entity. <p>Delivery Period:</p> <ul style="list-style-type: none"> ➤ Within Five (5) weeks from the Receipt of Purchase Order 								
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Signature over Printed Name

Telefax No. (Landline and/or Cellphone)

E-mail Address

Terms and Conditions

The Repair Service of Starter Motor of Generator Set of CTA Bldg. II will conform to the following terms:

I. COVERAGE

The starter motor shall be serviced by a reputable company that has a wide experience in the repair and maintenance of generator sets.

The Service Provider shall commit to the proper execution of the following:

A. DISMANTLING

The Service Provider shall supply all labor, tools and equipment necessary to dismantle the starter motor without making further damage or loss to its parts. Photos shall be taken right after the starter motor assembly has been disclosed.

B. REPAIR SERVICE

The Service Provider shall supply all materials, labor, tools and equipment necessary to repair the starter motor without making further damage to or loss of its parts. All repairs shall be based on the recommended Scopes of Work. Any other repair works not included in the said Scopes but are necessary in order to set the equipment running must be coordinated for evaluation and assessment with the Court's Representative prior to completion of the task.

C. RE-INSTALLATION

The Service Provider shall supply all materials, labor, tools, vehicle and equipment necessary to re-install the new starter motor without making further damage to or loss of its parts. The total assembly shall be cleaned, engaged and installed at CTA Generator Set II, Court of Tax Appeals, setting them ready for testing and commissioning. Photographs must be taken showing the progress of every work done by the Service Provider.

II. CONSIDERATION

The Service Provider must attend on the urgent query or be present on the urgent meetings being requested by the Court's Representative should there be any problems that might arise during the repair works of the subject equipment. Such request shall be attended immediately after notification is received thru phone call or facsimile by the Service Provider.

III. PAYMENT

As soon as practicable after the generator is tested and commissioned or turned-over to the Court, the Service Provider shall submit to the Procuring Entity the itemized billing statement, accompanied by copies of receipted invoice, vouchers, photos and other appropriate supporting materials, of the amounts payable. No advance payment shall be made. The Procuring Entity may give written notice to the Service Provider within fifteen (15) calendar days specifying in details deficiencies in the submission of the Service Provider's documents. The Service Provider shall thereupon promptly submit the requirement. Upon completion, the foregoing process shall be repeated.

IV. OTHER TERMS AND CONDITIONS

The Service Provider shall warrant that the service to be rendered will effectively cure the problem and defects of the generator.

The time period to complete all works shall be within five (5) weeks. The duration shall be reckoned from the start date of service. Should the CTA find the service to be ineffective as evidenced by incompetence, technical, engineering or safety malpractices, the Court reserves the right to terminate the contract. In such case, the Court shall not be obliged to pay the Service Provider for services rendered.

The Service Provider shall exercise extraordinary diligence in the performance of its services to ensure that no illness and/or accident on any of its employees or person will take place. The Service Provider shall assume full responsibility for any claim or liability that may arise by reason of illness, accident and/or damage due to any or all acts of omission, negligence or fault of the Service Provider and its agents, thereby rendering CTA free and exempt from any such claim or liability.

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) weeks 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 General Services Division (GSD) 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.