

**REQUEST FOR QUOTATION  
PROCUREMENT THROUGH DIRECT CONTRACTING  
FOR THE ONE YEAR SUBSCRIPTION INCLUDING SUPPLY AND DELIVERY OF  
THE PHILIPPINE STAR NEWSPAPER**

**A. TERMS OF REFERENCE**

**I. SCOPE OF WORK**

- a. The supplier shall undertake to supply and deliver the hard copies of the Philippine Star newspaper for a period of one year:

Item	Frequency	Number of copies per day
The Philippine Star Newspaper	Monday to Friday	14

**II. DELIVERY**

- a. Deliver all daily copies of the Philippine Star Newspaper, not later than 6:00 AM
- b. The delivery address shall be at the Main Lobby of CTA Building 1, CTA Compound, National Government Center, Agham Road, North Triangle, Diliman, Quezon City.

**B. PRICE QUOTATION**

Item	Unit Cost	Quantity	Total Cost
The Philippine Star Newspaper	P 25.00	14cps	P 91,000.00

**B. TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- 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.
- The item/s shall be delivered within 5 calendar days from receipt of Purchase Order. Payment shall be made within 7 days upon receipt of the supplier statement of billing, in accordance with pertinent accounting and auditing rules and regulations.**
- Representatives from the Office of Administrative and Finance Services shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications
- 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.
- 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.

9. 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.

**Submitted/Conforme:**

  
Rosalyn T. Gonzalo

Authorized Representative  
Signature over Printed Name

**Contact Information:**

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