



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

**REQUEST FOR QUOTATION  
PROCUREMENT THROUGH DIRECT CONTRACTING**

Date: **May 13, 2021**

**Ms. JANICE MELODY D. ADOLFO, RN**  
Officer-In-Charge  
**PHILIPPINE RED CROSS QC. CHAPTER**  
Quezon City Hall Compound  
Kalayaan Avenue, Diliman  
Quezon City  
Metro Manila

Dear Ms. Adolfo:

Please quote your best offer for the COVID-19 Saliva Test (RT-PCR) for 340 personnel 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 documentary requirements not later than **May 17, 2021 to Atty. *DANILO B. FERNANDO*, Chairperson, BAC1**:

1. Philippine Red Cross Charter
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate

**ELSIE R. TIAUZON-FORTEZA**  
Vice-Chairperson  
Bids & Awards Committee 1

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

ITEM	QUANTITY	UNIT COST	TOTAL COST
COVID-19 Saliva Test (RT-PCR)	340 pax	Php2,000.00	Php680,000.00
Offsite Service Fee		Php5,000.00/ visit	

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

**JANICE MELODY D. ADOLFO**

Signature over Printed Name

09178542956

Telefax No. (Landline and/or Cellphone)

adolfojanice\_qcrc@yahoo.com

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 applicable taxes, duties and/or levies payable.
4. 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.
5. The services to be rendered or conducted shall be on a pre-arranged date from receipt of Purchase Order.
6. Representatives from the Medical Unit and Property & Supply Division (PSD) shall have the right to inspect and/or to test the goods/services to confirm their conformity to the technical specifications
7. 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.
8. 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.