



REPUBLIC OF THE PHILIPPINES  
**COURT OF TAX APPEALS**  
QUEZON CITY


**REQUEST FOR QUOTATION**

The Court of Tax Appeals Bids and Awards Committee 1 (BAC1) through the Human Resource Division will undertake a procurement for Lease of Venue, in accordance with Section 53.10 of the Updated 2016 Revised IRR of RA 9184. The details of the project are as follows:

Name of Project	:	CTA Badminton Tournament
Brief Description	:	<b>Lease of Venue for Two (2) Badminton Court on October 16, 2023, October 18, 2023, October 23, 2023 and October 25, 2023, from 5:00 p.m. to 8:00 p.m.</b>  See Annex "A" for the complete technical specifications.
Approved Budget for Contract	:	<b>Php9,600.00 (Nine Thousand Six Hundred Pesos)</b> Inclusive of all applicable government taxes and service charge, if any.

All quotations should be accomplished in the technical specifications attached as "Annex A". Deadline of submission is on or before 1:00 p.m. of SEP 29 2023 and may be submitted manually, email or through facsimile to the Human Resource Division, 2<sup>nd</sup> Floor, CTA Building I, Agham Road, Diliman, Quezon City.

Contact Person : Ms. Maria Lourdes M. Mayor  
Contact No. : 8920-4249 loc. 204  
Fax No. : 927-2398  
Email Address : courtoftaxhrd@gmail.com

  
**ZENY MAE B. GARCIA-BUDHI**  
Chief Judicial Staff Officer  
Human Resource Division

Received: *d*  
09/27/2023  
5:30pm

Annex "A"  
TECHNICAL SPECIFICATIONS

INSTRUCTIONS			
1. Accomplish this RFQ correctly and accurately			
2. Do not alter the contents of this form in any way.			
Item Description	Compliance		Remarks
	YES	NO	
I. Two (2) Badminton Courts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
II. Preferred dates are: October 16, 2023 (Monday) October 18, 2023 (Wednesday) October 23, 2023 (Monday) October 25, 2023 (Wednesday)  If the above dates are not available, please indicate in the remarks the alternative dates	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
III. Time: 5:00 p.m. to 8:00 p.m.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IV. Location: within 5 kilometers radius from Court of Tax Appeals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
V. Scope:  1. Spacious venue that can accommodate at least 40 persons 2. Taraflex court flooring	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
VI. Eligibility Requirements:  Enclosed/Submit a copy of the following: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number 3. Income/Business Tax Return	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Please quote your best offer based on the following:

Per hour rate: ₱ 375.00  
 No. of hours: 24 hours  
 Total: 9,000 -

### 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 the Philippine peso shall include all taxes, duties, and/or levies payable.
4. Award of the contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by your or any of your duly authorized representative/s.
6. The CTA shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
7. The CTA shall prefer send bill arrangements for payment. In lieu of send bill arrangement, advance payment of fifty percent (50%) of the total contract price may be made by the CTA before the date of the event with the remaining 50% to be paid on the day of the event.

### CONFORME:

  
Melinda M. Niila

Authorized Representative Signature Over Printed Name

Designation: Court Manager

Name of Company: Chut's Badminton & Sports Ctr.

Address: 63 Dangay St., Veterans Vill., Proj. 7, QC

Contact No.: 0925-8101775

8371-4512 or 8332-1974