



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

**REQUEST FOR QUOTATION**

BID PROJECT NO. CTA BAC2-2022-02  
*Negotiation for the "Procurement of One Van"*

Date : \_\_\_\_\_  
RFQ No : \_\_\_\_\_

Name of Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No.: \_\_\_\_\_  
TIN No.: \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_

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The COURT OF TAX APPEALS (CTA), through its Bids and Awards Committee 2 (BAC 2), intends to apply the sum of **TWO MILLION EIGHT HUNDRED THOUSAND PESOS (Php2,800,000.00)** inclusive of all government taxes, being the Approved Budget for the Contract (ABC) to payment under the Contract for Bid Project No. **CTA BAC2-2022-02** (Procurement of One Van), pursuant to Section 53.1 (Negotiated Procurement – Two-failed biddings) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bids received in excess of the ABC shall be automatically rejected at bid opening. Please quote your best offer for the item described herein addressed to:

**Mr. Isidro C. Barredo, Jr.**  
*Head, CTA BAC 2 Secretariat*  
Court of Tax Appeals  
Ground Floor, CTA Building I  
Agham Road, National Government Center  
1101 Diliman, Quezon City  
Telephone Number: (632)8920 4249 loc. 209

Telefax number: (632) 8920 5051  
Email Address: jun\_barredo@yahoo.com  
Website Address: cta.judiciary.gov.ph

Subject to the general terms and conditions provided hereafter, please submit this Request for Quotation, including the Statements of Compliance with the Technical Specifications and Schedule of Requirements, as well as the prescribed Bid Form, having the blank fields duly accomplished and signed by you or your authorized representative, in sealed envelope.

The best and final offer must be duly received by the BAC 2 Secretariat through manual submission at the office address indicated above on or before **October 13, 2022, 12:00 noon** (*Philippine Standard Time*). Late bids shall not be accepted.

Bid opening shall be on **October 13, 2022, 1:00 p.m.** at the MPH, 5<sup>th</sup> Floor, CTA Building II, Agham Road, National Government Center, Diliman, Quezon City. Bids will be opened in the presence of the Bidders' representatives who choose to physically attend the activity.

The following documents are also required to be submitted along with the Request for Quotation on the specified deadline above-mentioned, to wit:

	<b>Document</b>	<b>Remarks</b>
1.	Mayor's/Business Permit	Updated (2022)
2.	PhilGEPS Registration Certificate	Valid and Updated Platinum Membership
3.	Omnibus Sworn Statement	Must be notarized with Secretary's Certificate if Corporation, or Certificate of Partnership Resolution if Partnership

*\* please see GPPB Resolution No. 16-2022.*

For any clarification or further information, please refer to *Mr. Isidro C. Barredo, Jr., Head, CTA BAC 2 Secretariat*, at the contact details provided above.

Thank you.

[SGD.]  
**DANILO B. FERNANDO**  
Chairperson, CTA BAC 2

### GENERAL TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information in this form.
2. The price quotation/s must be valid for a period of **sixty (60) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include 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 the bidder or its duly authorized representative/s.
6. Award of Contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated therein.
7. Upon delivery, the Chief Judicial Staff Officers (CJSOs) of the CTA General Services Division (GSD) and Procurement and Property Management Division (PPMD) shall have the right to inspect and/or test the goods and services to confirm their conformity with the technical specifications.
8. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to the signing of the contract in an amount not less than the required percentage of the total contract price in any of the forms prescribed in Section 39 of the 2016 Revised IRR of RA No. 9184.
9. The obligation for warranty shall be covered by retention money or special bank guaranty in the amount equivalent to five percent (5%) 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 conditions imposed under the contract have been fully met.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier.
11. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of 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.
12. 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 the award of contract, without thereby incurring any liability to the affected Suppliers.

## TECHNICAL SPECIFICATIONS

### Instructions Regarding Statement of Compliance

*[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]*

<b>Item</b>	<b>Specification VAN – DIESEL FED</b>	<b>Statement of Compliance (State "Comply" or "Not Comply")</b>
Engine Type	4 Cylinder In-line Type, DOHC, 16-Valve, Diesel	
Displacement	Not less than 2,700 cc but not to exceed 3,000 cc	
Power	Minimum of 170 Ps @ 3,400 rpm	
Torque	Minimum of 420 Nm	
Transmission	At least 6-Speed A/T	
Tires	Manufacturer's Standard	
Seating Capacity	At least 10 Passengers Seating Capacity Driver and Front Passenger Seat (Slide, Recline and Vertical Adjust) Row 1 (Two Captain Seats) Row 2 (Two Captain Seats), and Row 3 (Bench Type Seat)	
Drive Type	Left-Hand Drive	
Air-Conditioning System	Automatic Climate Control	
Audio System	Manufacturer's Standard	
Safety Requirement	Seatbelts, Airbags, Anti-Theft System, Cruise Control, Engine Immobilizer, Vehicle Stability Control System, and Anti-Lock Braking System	
Color	Shade of Pearl (Two-tones)	
Additional Requirements	LTO Registration for three years to be applied at LTO Main, Office, East Avenue, Diliman, Quezon City.  With Tint, Mats, Undercoat/Rust Proofing, Leather Upholstery, Mud Guards, and Early Warning Device.	
Warranty	Minimum of One (1) Year from the Date of Issuance of Certificate of Final Acceptance.	

I hereby certify to comply and deliver all the above requirements:

\_\_\_\_\_  
Name of Company/Supplier

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date

**SCHEDULE OF REQUIREMENTS**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Period</b>
1	VAN – DIESEL FED	1 unit	Within Twelve (12) Months from Receipt of Notice to Proceed

I hereby certify to comply and deliver all the above requirements:

\_\_\_\_\_  
Name of Company/Supplier

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date

After having carefully read and accepted the General Terms and Conditions, Technical Specifications, and Warranties, I/we submit our price quotation, as follows:

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>OFFER</b>
1	VAN – DIESEL FED	1 unit	Php2,800,000.00	

The above-quoted price is inclusive of all costs and applicable taxes.

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Telefax No. and/or Cellphone)

\_\_\_\_\_  
(E-mail address)

**BID FORM**

Date: \_\_\_\_\_  
Bid Project No. : \_\_\_\_\_

The Chairperson  
CTA Bids and Awards Committee 2  
Agham Road, National Government Center  
Diliman, Quezon City 1104

Sir:

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Motor Vehicle in conformity with the Technical Specifications, Terms and Conditions of Contract for the sum of \_\_\_\_\_ *[total amount in words and figures]*.

ITEM	DESCRIPTION	QTY	Unit Cost	Amount
1	VAN – DIESEL FED	1		
TOTAL PRICE				

We undertake, if our Offer is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We undertake, if our Offer is accepted, to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents;

Until a formal Contract is prepared and executed, this Offer, together with the Notice of Award, shall be binding upon us.

We certify/confirm that we comply with the eligibility requirements specified in the Request for Quotation.

We likewise certify/confirm that the undersigned as authorized representative of \_\_\_\_\_, has the full power and authority to participate, submit the Offer, and to sign and execute the ensuing contract, on the latter’s behalf for the (Name of Project) of the Court of Tax Appeals. Attached herewith is a copy of the Special Power of Attorney/Secretary’s Certificate.

Dated this \_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Quotation for and on behalf of \_\_\_\_\_.