Republic of the Philippines
COURT OF TAX APPEALS
Quezon City

APPROVED FOR POSTING
From :
To :
Approved By:

REQUEST FOR QUOTATION

Date: **April 15, 2019**
RFQ No.: **09-2019**

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 ***April 22, 2019 @3:00 p.m.***:

1. Mayor's/Business Permit; and
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate.

A notarized Omnibus Sworn Statement will also be required to be submitted prior to award. If the supplier is a corporation, the Omnibus Sworn Statement shall be accompanied by a Secretary's Certificate.

Open quotations may be submitted at the address indicated below or fax at Telefax No. 920-2552.

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					
			PRICE			Compliance with Technical Specifications (please check)		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
CATERING SERVICE FOR THE 65TH FOUNDING ANNIVERSARY OF THE COURT OF TAX APPEALS DATE: June 7, 2019 @11:00 a.m. Technical Specifications: **A. Lunch Buffet** 1. Catering (fine dining) for 60 pax which will include full buffet set-up with tables and chairs, table cloth and linen, flatware, glassware, folded table napkins and utensils with the following: One (1) viand each of seafood, beef, chicken, pork and vegetable; Pasta Steamed Rice Soup	**1 Lot**	**Php90,000.00**						

One (1) dessert/pastry Fresh fruits bar Fresh garden salad bar 2. Drinks (soda or tea) 3. Service staff in uniform (at least 6) 4. Centerpiece on each table **B. Packed Lunch** 1. Packed lunch for 330 pax including bento box, disposable utensils and table napkin with the following: One viand each of seafood, beef and chicken 2. One (1) dessert 3. Bottled soda or iced tea Other requirements: Caterer should have good feedback/review/reputation on the quality of its food and services.	**1 Lot**	**Php165,000.00**						

_____
Signature over Printed Name

_____
Teletax No. (Landline and/or Cellphone)

_____
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 should include both A & B. Quotation for A or B alone shall not be accepted.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. 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.
7. 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.
8. The item/s and/or services shall be delivered on specified dates. Payment shall be made within 3 days upon receipt of the good/s and/or service/s and demand for payment.
9. Representatives from the Food Sub-Committee of the CTA 65th Founding Anniversary Committee 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
10. 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.
11. 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.
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 award of contract, without thereby incurring any liability to the affected Supplier.