



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

FROM : _____

TO : _____

Approved By: _____

REQUEST FOR QUOTATION

Date: **December 6, 2021**

RFQ No.: **17-2021**

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 **December 9, 2021 @ 3:00 p.m.:**

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate;
3. Income/Business Tax Return; and
4. Omnibus Sworn Statement (with Secretary's Certificate if Corporation or Certificate of Partnership Resolution if Partnership)

Open quotations may be submitted at the address indicated below or fax at Telefax No. 8 920-2552 or send thru email at psd.cta@judiciary.gov.ph.

[Sgd.] 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 for the Contract	OFFER					REMARKS
			PRICE			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
CHRISTMAS PACK <u>DELIVERY DATE: December 15, 2021</u> <u>At Court of Tax Appeals, Agham Road,</u> <u>Diliman, Quezon City</u> Inclusive of: <ol style="list-style-type: none"> 1. 1 pack Pasta 900g with Spaghetti Sauce 1kg (branded) 2. 1 can Fruit Cocktail 825g (branded) 3. 1 pc Cheese 440g (branded) 4. 1 can Condensed Milk 300ml (branded) 	286 pack	Php715,000.00						

Property and Supply Division, Court of Tax Appeals, National Government Center,
 1800 Agham Road, North Triangle, Diliman, Quezon City 1104 Telefax No.: 8 920 2552
 Email address: psd.cta@judiciary.gov.ph

5. 1 tetrapack All Purpose Cream 250ml (branded) 6. 1 can Luncheon Meat 12oz (branded) 7. 1 pc Queso de Bola 350g (branded) 8. 1 round Glazed Ham 1kg made from premium quality pork leg (branded) 9. 1 can Corned Beef 210g (branded) 10. 1 pack Chocolate Powder Drink 22gX12 (branded) 11. 1 pack Chocolate Chip Cookies 266g (branded) 12. 1 can Potato Chips 40g (branded)								
Other requirements: 1. Items are packaged in eco-bags. 2. Items should have an expiration date not earlier than June 2022. 3. A sample of the Christmas Pack shall be submitted together with submitted quotation/proposal.								

Signature over Printed Name

Telefax 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/s, to be denominated in Philippine peso shall include all 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 any duly authorized signatory.
6. 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.
7. The item/s and/or services shall be delivered on specified date. Payment shall be made within seven (7) days upon receipt of the good/s and/or service/s and demand for payment.
8. Representatives from the Office of Administrative and Finance Services (OAFS) 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
9. 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.
10. 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.
11. 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.