



Republic of the Philippines
COURT OF TAX APPEALS
Quezon City

APPROVED FOR POSTING

FROM : _____
TO : _____

Approved By: _____

REQUEST FOR QUOTATIONDate: **March 8, 2022**RFQ No.: **02-2022**

Name of Company : _____
Address : _____
Business Permit No. : _____
TIN No. : _____
PhilGEPS Registration No.: _____

The Court of Tax Appeals (CTA) intends to procure **2022 WOMEN'S MONTH CELEBRATION ADVOCACY T-SHIRT and UMBRELLA** through Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, as amended.

Please quote your best offer for the item/s 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 authorized representative and copies of the following eligibility requirements not later than **March 11, 2022**:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate; and
3. 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 send thru email at psd.cta@judiciary.gov.ph or ppmd.cta@gmail.com

Anne Benita S. Austin
ANNE BENITA S. AUSTIN

Chief Judicial Staff Officer

Procurement and Property Management Division

After having carefully read and accepted the Terms and Conditions attached to this RFQ, I/WE submit our price quotation for the item/s, inclusive of all applicable government taxes, as follows:

Description	Quantity	Approved Budget for the Contract	OFFER		
			Quantity	Unit Price	Total Price
1. 2022 WOMEN'S MONTH CELEBRATION ADVOCACY T-SHIRT	300 PCS	₱75,000.00			

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
1) Round neck cotton t-shirt with colored sleeves			
2) For the design, please see the attached and for the accurate design and colors please go to http://www.pcw.gov.ph 2022 National Women's Month Celebration and go to Downloads Printable and click Advocacy T-Shirt			
3) Digital printing			
4) Various sizes (XS up to 5XL)			
5) Submit sample t-shirt, complete with specified/given design.			

Description	Quantity	Approved Budget for the Contract	OFFER		
			Quantity	Unit Price	Total Price
2. UMBRELLA	300 PCS	₱70,500.00			

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
1) With automatic open mechanism			
2) Size – 51 inches in diameter when opened; Length 37 inches when closed			
3) Double sided fabric			
4) Color Bluish Black with 7 inches GAD Advocacy Hashtag and CTA Seal (please see attached)			

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 interlineation, erasure or overwriting shall be valid only if they are signed or initialed by you or any of your

Procurement and Property Management 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

duly authorized representative/s.

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 within twenty five (25) calendar days from receipt of Purchase Order. Payment shall be made within five (5) days upon receipt of the good/s and/or service/s and demand for payment.
8. Representatives from the GAD Focal Point System (GFPS) and Procurement and Property Management Division (PPMD) shall have the right to inspect and/or to test the goods to confirm their conformity with 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.

1. 2022 WOMEN'S MONTH CELEBRATION ADVOCACY T-SHIRT



2. GAD ADVOCACY HASHTAG & CTA SEAL FOR UMBRELLA

