



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

FROM : _____

TO : _____

Approved By: _____

REQUEST FOR QUOTATION

Date: **May 13, 2022**

RFQ No.: **04-2022**

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

The Court of Tax Appeals (CTA) intends to procure **PACKED LUNCH** 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 **May 18, 2022**:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate; and
3. Notarized 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
PACKED LUNCH Delivery Date: June 23, 2022 @10:30 a.m. Venue: Court of Tax Appeals, Agham Road, Diliman, Quezon City	350 packs	₱140,000.00			

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 or ppmd.cta@gmail.com

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
Pork Lechon Roast Chicken Fresh Lumpia Rice Inclusive of utensils and table napkin Other requirements: <ul style="list-style-type: none"> • 100% filipino-owned corporation/company. • Established in the market for more than 50 years. 			

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 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 on the 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 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.