



Republic of the Philippines  
**COURT OF TAX APPEALS**  
 Quezon City

**APPROVED FOR POSTING**

FROM : \_\_\_\_\_  
 TO : \_\_\_\_\_

Approved By:

**REQUEST FOR QUOTATION**

Date: **December 1, 2022**

RFQ No.: **19-2022**

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

The Court of Tax Appeals (CTA) intends to rent seven (7) units of **PHOTOCOPYING MACHINES** 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 described below, subject to the Terms of Reference and Terms and Conditions of this Request For Quotation (RFQ).

Submit your quotation duly signed by you or your authorized representative and copies of the following eligibility requirements not later than **December 6, 2022**:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate;
3. Income/Business Tax Returns; and
4. 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](mailto:psd.cta@judiciary.gov.ph) or [ppmd.cta@gmail.com](mailto:ppmd.cta@gmail.com).

**ANNE BENITA S. AUSTIN**  
 Chief Judicial Staff Officer

Procurement and Property Management Division

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

| Description of Project                                    | Quantity | Approved Budget for the Contract   | OFFER  |                     |   |
|---|----------|--|--|---------------------|---|
|   |          |  | Quantity   | Unit Price Per Copy | Total Amount of Offer Based on 1,000,000 Copies |
| <b>RENTAL OF SEVEN (7) UNITS OF PHOTOCOPYING MACHINES</b> | 7 units  | <b>Eighty centavos (₱0.80) per copy up to a maximum of one million (1,000,000) copies or for one year, whichever comes first (Maximum Amount of ₱800,000.00)</b> | Actual number of copies produced up to a maximum of 1,000,000 copies | _____               | ₱ _____   |

| TECHNICAL SPECIFICATIONS  | STATEMENT OF COMPLIANCE<br>(Please indicate by a checkmark) |       | REMARKS<br>(If any) |
|---|---|-------|---------------------|
|   | YES   | NO    |                     |
| I. SPECIFIC REQUIREMENT<br><br>Printing volume of not more than 1,000,000 copies.   | _____   | _____ |                     |
| II. TECHNICAL REQUIREMENTS<br><br>Hereunder are the minimum technical requirements required by the CTA for the rental of photocopying machines: |   |       |                     |
| A. Seven (7) Units of Heavy Duty Photocopying Machines  | _____   | _____ |                     |
| B. Output of the photocopying machines must be clear and legible copies   | _____   | _____ |                     |
| C. Copy Print/Speed: at least 35 copies (letter size) per minute  | _____   | _____ |                     |
| D. Minimum Printer Resolution: 1800 x 600 dpi   | _____   | _____ |                     |
| E. Memory Capacity: at least 1 GB   | _____   | _____ |                     |
| F. Paper Size: A5, A4, A3, F4, US Letter size, Legal size, Customized paper size  | _____   | _____ |                     |

### TERMS OF REFERENCE

#### RENTAL OF SEVEN (7) UNITS OF PHOTOCOPYING MACHINES

**I. RATIONALE**

The Court of Tax Appeals (CTA) is a specialized tax court mandated to adjudicate tax cases, both civil and criminal in nature. It intends to procure, through Small-Value Procurement, the rental of photocopying machines.

**II. PROJECT OBJECTIVE**

To engage the services of a supplier of known qualifications that can provide the photocopying needs of the CTA in its day-to-day operations through the rental of seven (7) units of photocopying machines.

**III. OTHER REQUIREMENTS**

A. The seven (7) units of photocopying machines shall be assigned at the following areas:

1. Lobby at Second Floor, CTA Building I – 1 unit;
2. Lobby at Third Floor, CTA Building I – 1 unit;
3. Lobby at Fourth Floor, CTA Building I – 1 unit;
4. Lobby at Fifth Floor, CTA Building I – 1 unit;
5. Photocopy Room at Ground Floor, CTA Building II – 2 units; and
6. Photocopy Room at Ground Floor, Judicial Records Bldg. - 1 unit.

B. The supply of spare parts, labor, tools, and equipment for the repair and preventive maintenance of the assigned photocopying machines shall be for the account of the supplier.

- C. The supply of all consumables shall be for the account of the supplier excluding copy paper. Buffer supply of all consumables sufficient for one (1) month shall be provided by the supplier. The buffer supply shall be maintained at the Court premises at all times and be replenished/restocked every month.
- D. In case of unit breakdown, the supplier shall deploy its technician(s) to the CTA at no extra cost for immediate troubleshooting, repair, testing and commissioning of the unit(s) within twenty-four (24) hours from notification through telephone call or by cellphone through call or short messaging service, or facsimile transmission of the end-user.
- E. At no extra cost, the supplier shall ensure the replacement of all photocopying machines found to be defective or malfunctioning upon the request of the CTA. The replacement units shall have the same technical specifications as provided in the Request for Quotation or an upgraded model of the existing units and shall be delivered to the CTA within three (3) days from the request for replacement.
- F. The supplier shall provide Free Lifetime Service Guarantee and Comprehensive Operator Training.

**IV. DELIVERY OF THE SEVEN (7) UNITS OF PHOTOCOPYING MACHINES**

The seven (7) photocopying machines shall be delivered by the supplier to the CTA on or before December 27, 2022 and shall be ready for use on January 1, 2023.

**V. PERFORMANCE SECURITY**

Within ten (10) calendar days from receipt of the Notice of Award by the Supplier from the CTA but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 Revised IRR of RA No. 9184.

The performance security shall only be released/cancelled after the expiration of the contract and issuance by the CTA of the Certificate of Completion and Final Acceptance.

**VI. TERM OF CONTRACT**

The contract for the Rental of Seven (7) Units of Photocopying Machines shall take effect on January 1, 2023 and shall end on December 31, 2023 or upon reaching the maximum number of one million (1,000,000) copies whichever comes first, unless sooner terminated for a valid cause. The contract with the supplier may be renewed for another twelve (12) months under the same terms and conditions and in accordance with R.A. No. 9184 and its implementing rules and regulations, as amended.

**CONFORMITY OF THE SUPPLIER WITH THE ABOVE SPECIFICATIONS AND TERMS OF REFERENCE:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Landline No. / Cellphone No. / Telefax No.)

\_\_\_\_\_  
E-mail Address

## TERMS AND CONDITIONS

1. Suppliers 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 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 supplier with the lowest offer which complies with the technical specifications, terms of reference, and terms and conditions stated herein.
7. Representatives from the General Services Division (GSD) and Procurement and Property Management Division (PPMD) shall have the right to inspect and/or to test the photocopying machines to confirm conformity with the technical requirements that are stated in the Request for Quotation. The inspections and tests that will be conducted may include, among others, the following:
  - a. Verification of the technical specifications of goods;
  - b. Inspection of completeness of the delivered items;
  - c. Verification of the performance and condition of the goods; and
  - d. Further tests and inspection that may be required by the CTA.
8. The payment for the rental of the photocopying machines shall be based on the number of prints or copies reproduced by the photocopying machines. Total billing charges shall be computed by multiplying the actual total number of copies reproduced less two percent (2%) spoilage with the rental rate per copy. Meter reading shall be made every month and the billing statement shall be served by the supplier within five (5) days after every meter reading.
9. Payment shall be made within thirty (30) days from receipt of the supplier's rental sales invoice and meter reading ticket for each of the photocopying machines.
10. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods 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 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.