



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

APPROVED FOR POSTING	
FROM :	_____
TO :	_____
Approved By: _____	

REQUEST FOR QUOTATION

Date: **February 14, 2023**
RFQ No.: **03-2023**

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

The Court of Tax Appeals (CTA) intends to procure **BRONZE PIN, SILVER SERVICE RING and WRIST WATCHES** 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 **February 17, 2023**:

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
 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:

ITEM DESCRIPTION	QTY	Approved Budget for the Contract	OFFER					REMARKS
			PRICE			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
BRONZE PIN Technical specifications: <ul style="list-style-type: none"> • 0.8 inch, round (diameter) • Material: Brass; with lamination/enamel finish; with magnetic lock/attachment • With individual box packaging • Design: CTA Logo (please see attached) 	126 pcs	Php11,970.00						

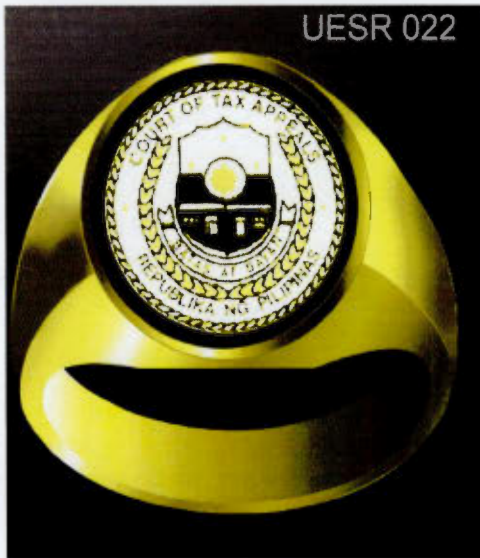
<p><u>SILVER SERVICE RING</u></p> <p>Technical specifications:</p> <ul style="list-style-type: none"> • Type: Unisex • Design – CTA Logo (please see attached) • Material: 92.5% Silver • Weight Approximately 5.0-6.0 grams without loss • Packaging: Individual Ring Box • Warranty: Jewelry should be created with High Quality Craftsmanship covered with Lifetime Warranty. Designs, workmanship and specifications are fully guaranteed against imperfections. 	<p>35 pcs</p>	<p>Php105,000.00</p>						
<p><u>Women’s Steel Watch</u></p> <p>Technical specifications:</p> <ul style="list-style-type: none"> • Triple-fold Clasp • Gold Ion Plated Band • Mineral Glass • Water Resistant <ul style="list-style-type: none"> ○ Date display ○ Regular timekeeping • Analog: 3 hands (hour, minute, second) • Accuracy: ±20 seconds per month • Approx. battery life: 3 years 	<p>13 pcs</p>	<p>Php52,000.00</p>						
<p><u>Men’s Steel Watch</u></p> <p>Technical specifications:</p> <ul style="list-style-type: none"> • Triple-fold Clasp • Gold Ion Plated Band • Mineral Glass • Water Resistant <ul style="list-style-type: none"> ○ Date display ○ Regular timekeeping • Analog: 3 hands (hour, minute, second) • Accuracy: ±20 seconds per month • Approx. battery life: 3 years 	<p>7 pcs</p>	<p>Php28,000.00</p>						

Signature over Printed Name

Telefax No. (Landline and/or Cellphone)

E-mail Address

Silver Service Ring design:



Bronze Pin design:



TERMS AND CONDITIONS

1. Supplier shall provide correct and accurate information in this form.
2. The price quotation must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation, 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 you or any of your duly authorized representative/s.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications and terms and conditions stated herein.
7. The items shall be delivered to the Court of Tax Appeals (CTA) in Quezon City within thirty (30) calendar days from receipt of purchase order. Replacement of defective item/s is within seven (7) calendar days upon delivery.
8. Representatives from the Programs on Awards and Incentives for Service Excellence (PRAISE) 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. Payment shall be made within seven (7) days upon receipt of the goods and/or services and demand for payment.
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. 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 Buyer 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.
12. The Buyer 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.

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 or ppmd.cta@gmail.com