



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

APPROVED FOR POSTING

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

Approved By: \_\_\_\_\_

**REQUEST FOR QUOTATION**

Date: **May 4, 2023**

RFQ No.: **12-2023**

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

The Court of Tax Appeals (CTA) intends to procure **CATERING SERVICE** through Negotiated Procurement – Small Value Procurement (SVP) in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the items 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 9, 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](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 Terms and Conditions attached to this RFQ, I/WE submit our price quotation for the items, inclusive of all applicable government taxes, as follows:

| Description                                    | Quantity       | Approved Budget for the Contract | OFFER    |            |             |
|--|----------------|----------------------------------|----------|------------|-------------|
|  |                |                                  | Quantity | Unit Price | Total Price |
| <b>CATERING SERVICE<br/>(LUNCHEON/BANQUET)</b> | <b>370 pax</b> | <b>₱296,000.00</b>               |          |            |             |

| TECHNICAL SPECIFICATIONS   | STATEMENT OF COMPLIANCE<br>(Please indicate by a checkmark) |               | REMARKS<br>(If any) |    |   |     |    |   |    |    |   |    |    |                        |    |  |  |  |
|--|---|---------------|---------------------|----|---|-----|----|---|----|----|---|----|----|------------------------|----|--|--|--|
|  | YES   | NO            |                     |    |   |     |    |   |    |    |   |    |    |                        |    |  |  |  |
| <p>1. Catering for 370 pax at Php800.00 each for lunch at least four (4) full buffet set-up (managed buffet set-up in four areas) with the following menu:</p> <ol style="list-style-type: none"> <li>One viand each of fish, beef, chicken, pork, vegetable, and pasta (subject for selection and approval)</li> <li>Steamed rice</li> <li>One (1) desert/pastry</li> <li>Salad or fruit bar/medley</li> <li>Coffee and tea</li> <li>Refillable iced tea</li> <li>Purified drinking water</li> </ol> <p>2. Service staff in uniform</p> <p>3. Sit-down lunch table/chair set-up for 370 pax with tables and chairs, centerpiece, tablecloth and linen, flatware, glassware, folded table napkins and utensils, at the areas specified below:</p> <table border="1"> <thead> <tr> <th></th> <th>Area</th> <th>Number of Pax</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>5<sup>th</sup> Floor Multi-Purpose Hall, Building II</td> <td>170</td> </tr> <tr> <td>b.</td> <td>2<sup>nd</sup> Floor Bridgeway/Corridors</td> <td>80</td> </tr> <tr> <td>c.</td> <td>3<sup>rd</sup> Floor Bridgeway/Corridors</td> <td>80</td> </tr> <tr> <td>d.</td> <td>VIP – Justices’ Lounge</td> <td>40</td> </tr> </tbody> </table> <p><i>CTA to provide food stubs for 370 pax with assigned area.</i></p> <p>4. Special service for VIPs</p> <p>5. Serving time: 11:30 a.m.</p> <p>6. With food tasting</p> <p>7. Ingress and egress schedule to be determined and approved by the CTA</p> <p><b>Date: May 25, 2023, Thursday</b><br/> <b>Venue: Court of Tax Appeals, Agham Road, Diliman, Quezon City</b></p> |   | Area          | Number of Pax       | a. | 5 <sup>th</sup> Floor Multi-Purpose Hall, Building II | 170 | b. | 2 <sup>nd</sup> Floor Bridgeway/Corridors | 80 | c. | 3 <sup>rd</sup> Floor Bridgeway/Corridors | 80 | d. | VIP – Justices’ Lounge | 40 |  |  |  |
|  | Area  | Number of Pax |                     |    |   |     |    |   |    |    |   |    |    |                        |    |  |  |  |
| a.   | 5 <sup>th</sup> Floor Multi-Purpose Hall, Building II       | 170           |                     |    |   |     |    |   |    |    |   |    |    |                        |    |  |  |  |
| b.   | 2 <sup>nd</sup> Floor Bridgeway/Corridors                   | 80            |                     |    |   |     |    |   |    |    |   |    |    |                        |    |  |  |  |
| c.   | 3 <sup>rd</sup> Floor Bridgeway/Corridors                   | 80            |                     |    |   |     |    |   |    |    |   |    |    |                        |    |  |  |  |
| d.   | VIP – Justices’ Lounge                                      | 40            |                     |    |   |     |    |   |    |    |   |    |    |                        |    |  |  |  |

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

\_\_\_\_\_  
Telefax No. (Landline and/or Cellphone)

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

### TERMS AND CONDITIONS

1. Supplier shall provide correct and accurate information required 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 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 authorized representative/s.
6. Award of Contract shall be made to the lowest offer which complies with the technical specifications and terms and conditions stated herein.
7. The item/s and or service/s shall be delivered on the specified date and time. Supplier agrees to comply with the established health protocols of the CTA.
8. Representative from the Office of Administrative and Finance Services (OAFS) and Procurement & Property Management Division (PPMD) shall have the right to inspect and test the goods to validate their conformity with the technical specifications.
9. Payment shall be made within seven (7) days after delivery 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 conditions imposed under the contract have been fully meet.
11. Liquidated damages equivalent to one tenth of one percent (.001) of the value of 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 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.