Republic of the Philippines
COURT OF TAX APPEALS
Quezon City

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

REQUEST FOR QUOTATION

Date: **June 16, 2023**
RFQ No.: **22-2023**

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

The Court of Tax Appeals (CTA) intends to procure **ELEVATOR PARTS** 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 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 **June 21, 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 a Corporation or Certificate of Partnership Resolution, if a Partnership).

Open quotations may be submitted at the address indicated below or send thru email at ppmd.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:

Description	Quantity	Approved Budget for the Contract	OFFER		
			Quantity	Unit Price	Total Price
SUPPLY, DELIVERY AND INSTALLATION OF PASSENGER ELEVATOR PARTS and OTHER MISCELLANEOUS MATERIALS	**1 LOT**	**₱302,377.60**			

SCOPE OF WORK	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
1. Replacement of defective Fuji Elevator parts: a. One (1) unit Door Inverter, and b. One (1) piece Micro Switch (Short Arm with Roller) 2. Supply, delivery, and installation of elevator parts. 3. Testing and commissioning of the elevator system. 4. Turn-over of project and waste material. Location: Building I, Court of Tax Appeals Agham Road, Diliman, Quezon City			

_____
Signature over Printed Name

_____
Telefax No. (Landline and/or Cellphone)

_____
E-mail Address

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 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 and installed within sixty-eight (68) days from receipt of Purchase Order. Replacement of defective item is seven (7) days after testing and commissioning. Supplier agrees to comply with the established health protocols of the CTA.
8. Representative from the General Services Division (GSD) and Procurement & Property Management Division (PPMD) shall have the right to inspect and test the goods to confirm their conformity with the scope of work.
9. Payment shall be made within seven (7) to fourteen (14) days after delivery of the goods and/or services and demand for payment, with complete documentation.
10. The warranty for replacement of parts is six (6) months and one (1) month for the workmanship from the date of acceptance.
11. 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.
12. 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 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.
13. 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.