




Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

FROM : _____
 TO : _____

Approved By: _____


REQUEST FOR QUOTATION

Date: **July 28, 2023**

RFQ No.: **27-2023**

Name of Company : _____
 Address : _____

 Business Permit No. : _____
 TIN No. : _____
 PhilGEPS Registration No.: _____

The Court of Tax Appeals (CTA) intends to procure **ATHLETIC UNIFORM** 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 **August 2, 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
T-SHIRT	304 pieces	₱212,800.00			

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
<p>MATERIALS</p> <ol style="list-style-type: none"> 1. Fabric material is made up of aircool or similar texture 2. Provide at least three fabric sample using the best type of fabric which is more comfortable, light weight and suitable for its intended purpose 3. Machine washable <p>PRINT</p> <ol style="list-style-type: none"> 1. Full sublimation digital printing for the uniform design 2. Supplier must provide print out / hard copy of at least two proposed customized design based on the basic design provided 3. With name and jersey number print at the back of the shirt <p>SIZES</p> <ol style="list-style-type: none"> 1. Male, from extra small to 5XL sizing 2. Female, from YL or its equivalent to 4XL sizing <p>T-SHIRT COLOR (Team Colors)</p> <ol style="list-style-type: none"> 1. Blue 2. Green 3. Red 4. Yellow <p>Please see attached 1) sportsfest logo and 2) sample t-shirt basic design</p>			

Signature over Printed Name

Telefax No. (Landline and/or Cellphone)

E-mail Address

1) SPORTSFEST LOGO



2) SAMPLE T-SHIRT BASIC 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 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 items shall be delivered to the Court of Tax Appeals (CTA) in Quezon City within twenty-one (21) days from receipt of purchase order. Supplier agrees to comply with the established health protocols of the CTA.
8. Representative from the Human Resources Division (HRD) and Procurement & Property Management Division (PPMD) shall have the right to inspect and test the good 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.