




Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING	
FROM	:
TO	:
Approved By: 	

REQUEST FOR QUOTATION

Date: **August 16, 2023**

RFQ No.: **28-2023**

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** for One (1) Year through Section 53.9 (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 of Reference and Terms and Conditions provided at the dorsal portion 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 **August 22, 2023**:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate;
3. Income and Business Tax Returns; and
4. Notarized Omnibus Sworn Statement (with Secretary's Certificate if Corporation or Certificate of Partnership Resolution if Partnership).

The submission of incomplete eligibility requirements and evidence to support conformity with the technical specifications shall be a ground for disqualification of the supplier.

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 Technical Specifications, Terms of Reference, and Terms and Conditions provided in 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
RENTAL OF PHOTOCOPYING MACHINES	7 units	Ninety centavos (₱.90) per copy up to a maximum of one million (1,000,000) copies or for one year whichever comes first. (Maximum amount of ₱900,000.00)	Actual number of copies produced up to a maximum of 1,000,000 copies		

Procurement and Property Management Division, Court of Tax Appeals, National Government Center, Agham Road, North Triangle, Diliman, Quezon City 1104 Telefax No.: 8 920 2552

Email address: ppmd.cta@judiciary.gov.ph or ppmd.cta@gmail.com

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
<p>I. SPECIFIC REQUIREMENT</p> <p>a. Seven (7) Units Heavy Duty Photocopying Machines. b. Printing volume of not more than 1,000,000 copies per annum.</p> <p>II. TECHNICAL REQUIREMENTS Hereunder are the minimum technical requirements required by the CTA for the rental of photocopying machines:</p> <p>a. Copy/Print Speed: At least 36 pages per minute (ppm) b. First Copy Out Time: At least 4.3 seconds or faster c. Copy Resolution: At least 600x600 dots per inch (dpi) d. Magnification: 25 % to 400 % e. System Memory: At least 2GB RAM f. Paper size: A5, A4, A3, F4, US Letter size, Legal size, Customized paper size g. Paper capacity: At least 1,100 sheets including bypass tray h. Automatic document feeder capacity: Minimum of 100 sheets i. Control Panel: At least 7 inches color touch screen panel (The letters/text appearing on the control panel must be in English.) j. Green Specifications: Energy Star compliant or equivalent k. Toner System: High-definition polymerized toner l. Other specifications: Must be capable of electronic sorting and collating and equipped with security PIN.</p>			

TERMS OF REFERENCE

**Rental of Seven (7) Units Photocopying Machines for One (1) Year in the Court of Tax Appeals (CTA)
(January 1, 2024 to December 31, 2024)**

I. REQUIREMENTS

- A. 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;
 6. Photocopy Room at Ground Floor, Judicial Records Building - 1 unit.

- B. The supply of all consumables shall be for the account of the supplier excluding copy papers. Buffer supply of all consumables sufficient for one (1) month shall be provided by the supplier. The buffer supply shall be always maintained at the Court premises and be replenished/restocked every month.

- C. Preventive maintenance of the photocopying machines shall be made on a regular basis during the duration of the lease period. The supply of labor, tools, and equipment for the repair and preventive maintenance of the assigned photocopying machines shall be for the account of the supplier.

- D. In case of unit breakdown, the supplier shall deploy its technician(s) to the Court 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 by e-mail 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 and unlimited Comprehensive Operator Training and Demonstration of the photocopying machines.

II. 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 28, 2023 and shall be ready for use on January 1, 2024.

III. 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 Supplier shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 Revised Implementing Rules and Regulations of Republic Act 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.

IV. TERM OF CONTRACT

The contract for Rental of Seven (7) Units of Photocopying Machines shall take effect on January 1, 2024 and shall end on December 31, 2024 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.

Signature over Printed Name

Telefax No. (Landline and/or Cellphone)

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, 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 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 bidder with the lowest offer which complies with the technical specifications, terms of reference and terms and conditions stated herein.
7. The item/s and/or service/s shall be delivered to CTA on or before December 28, 2023, and shall be ready for use on January 1, 2024. Replacement of defective item is within three (3) days from request of replacement.
8. Representative from the BAC 1 Technical Working Group and Procurement and Property Management Division (PPMD) shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made the following month upon receipt of the good/s and/or service/s and demand for payment. The payment for the rent of all units shall be based on the number of prints or copies produced by the copiers. Defective prints are not included for payment. Defective prints shall be equivalent to **2%** of the total output printed per month, hence shall be deducted from the total output considered for billing.
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 number 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 goods shall be covered by a one (1) year service and goods warranty. 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. 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.