




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

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

**REQUEST FOR QUOTATION**

Date: **October 9, 2023**

RFQ No.: **33-2023**

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

The Court of Tax Appeals (CTA) intends to procure **SNACKS** 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 below, subject to the 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 **October 12, 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](mailto:ppmd.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 item/s, inclusive of all applicable government taxes, as follows:

Project Description	Quantity	Approved Budget for the Contract (ABC)	OFFER (Amount to be filled-up by the Supplier)		
			Quantity	Unit Price	Total Price
<b>SNACKS</b>	<b>310 packs</b>	<b>₱77,500.00</b>			

Procurement and Property Management Division, Court of Tax Appeals, National Government Center,  
 Agham Road, North Triangle, Diliman, Quezon City 1104 Telefax No.: 8920 2552  
 Email address: [ppmd.cta@judiciary.gov.ph](mailto:ppmd.cta@judiciary.gov.ph) or [ppmd.cta@gmail.com](mailto:ppmd.cta@gmail.com)

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (if any)
	YES	NO	
Snacks inclusive of: <ul style="list-style-type: none"> <li>• Clubhouse Sandwich</li> <li>• Carbonara</li> <li>• Soda</li> <li>• With disposable utensils and table napkins</li> </ul> <b>Delivery Address:</b> Court of Tax Appeals, National Government Center, Agham Road, Diliman, Quezon City <b>Delivery Date:</b> October 23, 2023, 9:00 a.m.			

**CONFORME:**

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

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

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

**GENERAL 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 quotation which complies with the technical specifications and other terms and conditions stated therein.
7. The item/s and or service/s shall be delivered on the specified date and time.
8. Representative from the Program on Awards and Incentives for Service Excellence (PRAISE) Committee and Procurement and Property Management Division (PPMD) shall have the right to inspect and test the good to confirm compliance with the technical specifications.
9. Payment shall be made within (7) days after the delivery of the goods and/or services and demand for payment, with complete documentation.
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 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 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.
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

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