



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.: **32-2023**

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

The Court of Tax Appeals (CTA) intends to procure **ADVOCACY PLANNER/NOTEBOOK and T-SHIRT** 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 **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*  
 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
ADVOCACY PLANNER/NOTEBOOK and T-SHIRT (2023 18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN)	315 pieces each	₱204,750.00			

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
<b>PLANNER/NOTEBOOK</b>			
1)	Dimension: 8.2 X 5.5 inches		
2)	No. of Pages: 150 pages of 80gsm paper; with ruled dotted lines for notes		
3)	Cover Design: gray with front design and color of "UNITED for a VAW free Philippines"  Print size must be visually clear and readable. For the accurate planner/notebook logo design and colors please go to <a href="https://pcw.gov.ph/2023-18-day-campaign-to-end-violence-against-women">https://pcw.gov.ph/2023-18-day-campaign-to-end-violence-against-women</a> , go to Printables and click Advocacy Notebook.  With CTA Logo at the upper right-hand corner and CTAGFPS logo at the back cover. Please see attached logos.		
4)	Content: With calendar for the years 2023, 2024 and 2025; with undated monthly, weekly layouts		
5)	Submit sample of planner/notebook upon submission of quotation and eligibility requirements.		
<b>T-SHIRT</b>			
1)	Color: White		
2)	Material: Cotton		
3)	Print Design: "UNITED for a VAW free Philippines"  Print size must be visually clear and readable. For the accurate t-shirt design and logo colors please go to <a href="https://pcw.gov.ph/2023-18-day-campaign-to-end-violence-against-women">https://pcw.gov.ph/2023-18-day-campaign-to-end-violence-against-women</a> , go to Printables and click Advocacy T-Shirt.		
4)	Printing Method: Digital Silkscreen		
5)	Sizes: Various sizes (XS up to 5XL)		
6)	Submit sample of t-shirt, complete with specified/given design upon submission of quotation and eligibility requirements.		

CTA Logo:



CTAGFPS Logo:



**CONFORME:**

\_\_\_\_\_  
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 all 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 duly 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 within thirty (30) calendar days from receipt of Purchase Order. Replacement of defective item is seven (7) days after receipt of goods.
8. Representative from the GAD Focal Point System (GFPS) and Procurement and Property Management Division (PPMD) shall have the right to inspect and test the goods to confirm compliance with the technical specifications.
9. Payment shall be made within seven (7) days after delivery of the goods 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 the 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 award of contract, without thereby incurring any liability to the affected Supplier.