APPROVED FOR POSTING

FROM :

TO :

Approved By:

Republic of the Philippines
COURT OF TAX APPEALS
Quezon City

REQUEST FOR QUOTATION

Date: **October 16, 2023**
RFQ No.: **34-2023**

Name of Company :
Address :

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

Pursuant to Item 12 of the Revised Annual Procurement Plan for Furniture and Fixtures, Equipment and Books for Fiscal Year (F.Y.) 2023, the Court of Tax Appeals (CTA) intends to procure **Furniture and Fixtures for Incoming Justice** through Section 53.9 (Negotiated Procurement - 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 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 and technical requirements not later than **October 19, 2023**:

Eligibility Requirements:

1. **Mayor's/Business Permit;**
2. **PhilGEPS Registration Number or PhilGEPS Registration Certificate;**
3. **Notarized Omnibus Sworn Statement (with Secretary's Certificate if Corporation or Certificate of Partnership Resolution if 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 Technical Specifications, 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**		
Procurement of Furniture and Fixture for Incoming Justice					
			Quantity	Unit Price	Total Price
Item 1. Procurement of Executive Table Including Side Table, Side Drawer and Mobile Pedestal	One (1) set	**₱150,000.00**			

Item 2. Procurement of Sofa Bed	One (1) set	**₱50,000.00**			
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)		**₱200,000.00**			

TECHNICAL SPECIFICATIONS (Procurement of Furniture and Fixtures for Incoming Justice)	**STATEMENT OF COMPLIANCE** (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
Item 1. Procurement of Executive Table Including Side Table, Side Drawer and Mobile Pedestal (customized) **For Main Table:** - Free-standing table having the following dimensions: 2000mm (L) x 1000mm (W) x 750mm (H) x 30mm thick, with Natural Mahogany veneer in plywood substrate w/ Polyurethane Sealer & Lacquer topcoat finish tabletop and legs; - 45mm minimum leg thickness; and - With three drawers fixed cabinet, black leather writing pad, modesty panel, adjustable gliders, and wiring management. **For Side Table:** - Free-standing table having the following dimensions: 1100mm (L) x 500mm (W) x 750mm (H) x 30mm thick, with Natural Mahogany veneer in plywood substrate w/ Polyurethane Sealer & Lacquer topcoat finish tabletop and legs; - 25mm minimum leg thickness; - With adjustable gliders, modesty panel and wiring management; and - With three drawers multi-purpose cabinet, centralized lock system and CPU cabinet. **For Mobile Pedestal:** - Mobile pedestal's finish and design is similar with the main and side tables.			
Item 2. Procurement of Sofa Bed (customized) -3-seater sofa bed, foldable backrest to be converted to bed, upholstered with synthetic Italian leather finish with the following dimensions: **1900 (L) x1200 (W) x 400mm (H).** -The material must be steel frame body, powder coated baked finish, standard cushion, upholstered with synthetic Italian leather.			

-The frame must be heavy duty steel frame, powder coated oven baked finish. -The foam must be high density injection molded polyurethane foam. -The legs must be chrome plated legs with adjustable gliders			

_____
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 and terms and conditions stated herein.
7. The item/s shall be delivered to CTA within **sixty (60)** days from receipt of the Purchase Order. Supplier agrees to comply with the established health protocols of the CTA.
8. Representative from the Procurement and Property Management Division (PPMD), General Services Division (GSD) and BAC 1 Technical Working Group shall have the right to inspect and/or to test the goods to confirm compliance with the technical specifications.
9. Payment shall be made within seven (7) days after delivery of goods and/or services and demand for payment.
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.