



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

FROM : _____

TO : _____

Approved By: _____

REQUEST FOR QUOTATION

Date: **October 23, 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 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 26, 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

BABY ROSE C. BELLON
 Supervising Judicial Staff Officer
 for: **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 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	
PLANNER				
1)	Dimension: 8.2 X 5.5 inches			
2)	Cover Design: gray cover with front design of CTA Logo at the lower right end; and back design and color of "UNITED for a VAW free Philippines" (see PCW Design) and CTA GAD Focal Point System (white print) under the logo of "UNITED for a VAW free Philippines"			
3)	Content: With calendar for the years 2024 and 2025			
4)	Submit sample of planner upon submission of quotation and eligibility requirements.			
T-SHIRT				
1)	Color: White			
2)	Material: Cotton			
3)	Print Design: "UNITED for a VAW free Philippines" (see PCW design with variation for the color of Philippines in blue)			
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.			

CONFORME:

Signature over Printed Name

Telefax No. (Landline and/or Cellphone)

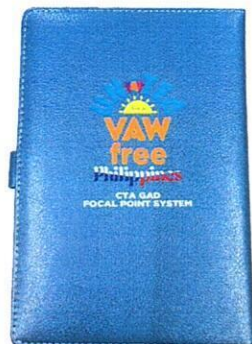
E-mail Address

ADVOCACY PLANNER DESIGN:

ADVOCACY T-SHIRT DESIGN:



FRONT



BACK



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.