



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

FROM : _____

TO : _____

Approved By: _____

REQUEST FOR QUOTATION

Date: **November 14, 2023**

RFQ No.: **37-2023**

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

The Court of Tax Appeals (CTA) intends to procure **CATERED BOX, PM SNACKS and BUFFET LUNCH** 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 **November 17, 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 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 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
CATERED BOX (PACKED LUNCH) & PM SNACKS	343 pack	₱343,000.00			

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
1. Catered Box inclusive of: <ul style="list-style-type: none"> • Beef Caldereta 40g • Lechon Kawali 75g • Pancit Palabok 250g • Steamed Rice 200g • Classic Chocolate Chip Cookies at least 142g • With disposable utensils and table napkin 2. PM Snacks: <ul style="list-style-type: none"> • Filipino Style Burger 100g 3. With Food Tasting			
Delivery Date: December 7, 2023, 11:00 a.m. for packed lunch & 2:00 p.m. for PM snacks. Venue: Court of Tax Appeals, Agham Road, Diliman, Quezon City			

Description	Quantity	Approved Budget for the Contract	OFFER		
			Quantity	Unit Price	Total Price
BUFFET LUNCH	1 LOT	₱30,000.00			
TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)		
	YES	NO			
Buffet lunch for 18 pax, inclusive of: <ul style="list-style-type: none"> ➤ Tacos Station – Pulled Roast Beef, Pulled Spiced Chicken, Grilled Spiced Shrimp, Grilled Vegetables, Soft & Hard Tacos Condiments: Bell Peppers, Pico de Gallo, Sweet Potato Chunk, Cheese Sauce, Sour Cream, Pickled Jalapeños, Lime Wedge & Onion Leeks ➤ Sliders Station – Pulled Pork Sliders with Pineapple Bits and Cabbage Slaw ➤ Pizza Station – Sloppy Joe Pizza, Pepperoni Pizza & Four Cheese Pizza ➤ Buffet: <ul style="list-style-type: none"> • Shopska Salad Bar with Red Wine Vinaigrette and Blueberry Apple Dressing (Lollo Rosso Green & Red, Red & Green Bell Peppers, Cucumber, Cherry Tomatoes, White Onion, Feta Cheese, Basil Leaves, Toasted Sunflower Seeds & Poached Marble Potato) • Beef & Noodles Goulash Soup • Baby Back Ribs • Chicken Barbeque Skewers • Beef & Vegetables Kebabs • Parmesan Mashed Potato • Spring Vegetable Stir Fry with Tofu • Steamed Rice • Strawberry & Cream • Kolaches • Fruits Cups 					

<ul style="list-style-type: none"> • Coffee (1 cup) • Free flowing iced tea ➤ Full buffet set-up with tables and chairs, table cloth and linen, flatware, glassware, folded table napkins and utensils. ➤ Sit down lunch set-up for 18 pax ➤ Centerpiece on each table, and ➤ Service staff in uniform. ➤ With Food Tasting 			
<p>Date: December 7, 2023, 11:00 a.m. Venue: Court of Tax Appeals, Agham Road, Diliman, Quezon City</p>			

Conforme:

 Signature over Printed Name

 Telefax No. (Landline and/or Cellphone)

 E-mail Address

TERMS AND CONDITIONS

1. Supplier should be a well-known and reputable restaurant and or catering service and shall provide correct and accurate information 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 offer which complies with the technical specifications and terms and conditions stated herein.
7. The item/s and or service/s shall be delivered on the specified date and time.
8. Representative from the Office of Administrative and Finance Services (OAFS) 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/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 meet.
11. Liquidated damages equivalent to one tenth of one percent (.001) of the value of goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. The Buyer 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.