



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

APPROVED FOR POSTING

FROM : \_\_\_\_\_  
 TO : \_\_\_\_\_  
 Approved By: \_\_\_\_\_

**REQUEST FOR QUOTATION**

Date: **November 29, 2023**

RFQ No.: **38-2023**

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



The Court of Tax Appeals (CTA) intends to procure **PACKED LUNCH and AM SNACKS for Two (2) Days** 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 **December 04, 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](mailto:ppmd.cta@judiciary.gov.ph) or [ppmd.cta@gmail.com](mailto:ppmd.cta@gmail.com).

  
**BABY ROSE C. BELLON**  
 Supervising Judicial Staff Officer  
  
**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
<b>PACKED LUNCH and AM SNACKS for TWO (2) DAYS (155 pack/day)</b>	<b>310 pack</b>	<b>₱71,300.00</b>			

Procurement and Property Management Division, Court of Tax Appeals, National Government Center,  
 Agham Road, North Triangle, Diliman, Quezon City Telefax No.: 8920 2552  
 Email address: [psd.cta@judiciary.gov.ph](mailto:psd.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	
<p><b>Day 1 (December 11, 2023)</b> 155 sets of AM Snacks inclusive of:</p> <ul style="list-style-type: none"> <li>• Tuna Sandwich</li> <li>• Packed with table napkin</li> </ul> <p>155 sets of Packed Lunch inclusive of</p> <ul style="list-style-type: none"> <li>• 1 pc Chicken, Steamed Rice, and Soda</li> <li>• Packed in a box with disposable utensils and table napkin</li> </ul> <p><b>Day 2 (December 12, 2023)</b> 155 sets of AM Snacks inclusive of:</p> <ul style="list-style-type: none"> <li>• Tuna Sandwich</li> <li>• Packed with table napkin</li> </ul> <p>155 sets of Packed Lunch inclusive of</p> <ul style="list-style-type: none"> <li>• 1 pc Chicken, Steamed Rice, and Soda</li> <li>• Packed in a box with disposable utensils and table napkin</li> </ul> <p><i>*Inclusive of all delivery fees.</i></p> <p><b>Delivery Address:</b> Court of Tax Appeals, National Government Center, Agham Road, Diliman, Quezon City  <b>Delivery Dates:</b> December 11 and 12, 2023  <b>Time:</b> 09:00 a.m. for AM Snacks and 11:00 a.m. for Packed Lunch</p>			

Conforme:

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 Signature over Printed Name

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 Telefax No. (Landline and/or Cellphone)

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 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 dates and time.
8. Representative from the Human Resource Division (HRD) 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.