



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING	
FROM	: _____
TO	: _____
Approved By: _____	

REQUEST FOR QUOTATION

Date: **April 19, 2024**

RFQ No.: **08-2024**

Name of Company : _____
 Address : _____

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

The Court of Tax Appeals (CTA) intends to procure **PHOTOGRAPHY and VIDEOGRAPHY SERVICES for the 70th Founding Anniversary Celebration of the Court of Tax Appeals** 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 **April 24, 2024**:

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.

[Signature]
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
PHOTOGRAPHY and VIDEOGRAPHY SERVICES for the 70th Founding Anniversary Celebration of the Court of Tax Appeals	1 lot	₱100,000.00			

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
<p>The following are the inclusions of the service:</p> <ul style="list-style-type: none"> a. Team/Crew - The team/crew shall consist of at least: Two (2) Photographers and Three (3) Videographers b. One (1) Edit for Same-Day Edit Video – To be played as part of the anniversary program c. Output Copies of the following in USBs - One (1) copy of Same-Day Edit Video, One (1) copy of Full Event Video (edited), One (1) copy of raw/unedited videos and One (1) copy of photos d. Equipment use of DSLR cameras (inclusive of lenses & flash) for photos and videos, tripod, glider, zoom microphones, distribution amplifiers, audio and video cables and connectors, and other professional equipment for high resolution photo and video coverage, including live-feed to be projected in LED Wall on both sides of the stage. e. One (1) unit of Photobooth – Unlimited photo shoot and photo printing for four (4) hours (from 11:00 a.m. – 3:00 p.m.); Use of 4R Size Magnetic Using Canon Selphy Paper for photo printing f. Photo Album (Processed/with Layout) 			

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 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 service / items shall be delivered within the specified date and time.
8. Representative from the CTA 70th Founding Anniversary Committee 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.