



Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING

FROM : _____
 TO : _____

Approved By: _____

REQUEST FOR QUOTATION

Date: **April 24, 2024**

RFQ No.: **12-2024**

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

The Court of Tax Appeals (CTA) intends to procure **Backlighted Brass Build-up (Indoor) Sign for CTA Logo and Name** 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 29, 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.


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
Supply, Delivery and Installation of Backlighted Brass Build-up (Indoor) Sign for CTA Logo and Name	1 set	₱137,700.00			

Procurement and Property Management Division, Ground Floor, CTA Building I
 Court of Tax Appeals, Senator Miriam P. Defensor-Santiago Avenue,
 1104 National Government Center, North Triangle, Diliman, Quezon City Telephone No.: 8920 4249
 Email address: ppmd.cta@judiciary.gov.ph or ppmd.cta@gmail.com

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
Logo Dimension: 11 inches diameter; Letter's Dimension: 8 inches long; CTA Name: fits within 140 inches wide (one liner)			
Logo Sign Face: Laser cut 1.5 mm brass sheet in mirror/hairline finish; graphics (CTA Coat of Arms) etched. Letter Sign Face: Laser cut 1.0 mm brass sheet in mirror/hairline finish			
Logo and Letter Backside: Laser cut 6.0 mm clear acrylic sheet			
Logo and Letter Build Up Siding: 3 cm (1.18 inches) Build Up from 0.8mm brass sheet in mirror/hairline finish			
Back Lighting: LED strip (warm light) with complete accessories			
Cutting: Brass letters cut by laser-cutting machine			
Painting: Spray painted with urethane automotive top coat			
Mounting: Studs			
Warranty: One (1) year against defective build, installation, LED lights and accessories.			

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. Quotation 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 items shall be delivered within fifteen (15) calendar days from receipt of Purchase Order. Replacement of defective item is seven (7) days after receipt of goods.
8. Representative from the General Services Division (GSD) and Procurement & 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. One (1) year warranty for parts and labor is required.
11. 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 met.
12. 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 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.
13. 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.