



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

<b>APPROVED FOR POSTING</b>	
FROM :	_____
TO :	_____
Approved By: _____	

**REQUEST FOR QUOTATION**

Date: **April 25, 2024**

RFQ No.: **13-2024**

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

The Court of Tax Appeals (CTA) intends to procure **CTA ANNIVERSARY POLO 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 **April 30, 2024**:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate; and
3. 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](mailto:ppmd.cta@judiciary.gov.ph) or [ppmd.cta@gmail.com](mailto: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
<b>CTA ANNIVERSARY POLO SHIRT</b>	<b>400 PCS</b>	<b>₱200,000.00</b>			

TECHNICAL SPECIFICATIONS		STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
		YES	NO	
1)	Color: Navy Blue			
2)	Type: Branded Polo Shirt			
3)	Printing Method: Direct-to-Film Printing			
4)	Print Design: CTA 70 <sup>th</sup> Anniversary Logo			
5)	Logo Size: 3 inches diameter			
6)	Sizes, Material/s and Quantity: XS to 2XL: Cotton (Quantity to be determined) 3XL to 5XL: Cotton/Honeycomb (Quantity to be determined)			
7)	Submit sample polo shirt complete with specified design upon submission of quotation and eligibility requirements.			

Conforme:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Telefax No. (Landline and/or Cellphone)

\_\_\_\_\_  
E-mail Address

PRINT DESIGN:



### 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 items shall be delivered within thirty (30) calendar days from receipt of Purchase Order. Replacement of defective item is within seven (7) days upon receipt of goods.
8. Representative from the CTA 70<sup>th</sup> 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.