



Republic of the Philippines
 Department of Justice
 BUREAU OF CORRECTIONS
SABLAYAN PRISON AND PENAL FARM
 Occidental Mindoro



REQUEST FOR QUOTATION

Date: _____
 RFQ No.: **SPPF2018-PR. 0377**

Name of Company: _____
 Address: _____
 Name of Store/Shop: _____
 Address: _____
 Business Permit No.: _____
 TIN No.: _____
 PhilGEPS Registration No.: (required) _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions as stated hereunder.

- a.) Bidders shall provide correct and accurate information required in this form.
- b.) Bidders may quote for any or all the items.
- c.) Price quotation/s must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission.
- d.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- g.) Any alterations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- h.) The item/s shall be delivered within **Seven (7) calendar days** from receipt of approved purchase order.
- i.) The BuCor-SPPF shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor-SPPF 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.
- k.) Bidders shall submit the required documents together with their bid price in a sealed envelope.
- l.) **Submission thru e-mail and fax quotation will not be entertained/accepted. Sealed quotation thru mail or submit it personally.**

REQUIREMENTS TO BE SUBMITTED

- m.) Certified True copy of Valid & Current Mayor's/Business Permit
 - m.1. Valid & Current Mayors Permit
 - m.2. Valid & Current Business Permit
- n.) Certified True copy of Valid & Current PhilGEPS Registration Number
- o.) Bidders who are registered in Bucor-SPPF Suppliers Registry **with updated record** need not to submit the aforementioned requirements.

NOTE:

BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE

 Signature over Printed Name
 Authorized Representative / Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than **June 25, 2018** at the BAC Office, Bureau of Corrections at **10:00 A.M.** Late submission of bids shall be rejected.

CO3 ZANDER N. RAMOS
 Head Secretariat

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

REQUEST FOR QUOTATION #SPPF2018-PR.0377

Procurement Project	Approved Budget for the Contract (ABC)
Supply and Delivery of School Supplies for SPPF Adult Education Use (1 Lot)	Eighty-Nine Thousand Five Hundred Seventy Pesos Only (Php 89,570.00)

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotation/Lot
			YES	NO		
100	Box	Pencil			89,570.00	_____
18	Box	Ballpen (Black)				
6	Box	Ballpen (Red)				
2	Box	Sign Pen (Black)				
2	Dozen	Pentel Pen (Black)				
300	Pad	Writing Paper (Grade 1-3)				
150	Pad	Writing Paper (Grade 4)				
300	Pad	Writing Paper (Grade 5-6)				
12	Pad	Yellow Pad				
500	Piece	Notebook @100 pages (Grade 1-3)				
500	Piece	Notebook @100 pages (Grade 4-6)				
12	Pairs	Scissors				
36	Piece	Board Eraser				
24	Piece	Logbook				
48	Piece	Manila Paper				
36	Piece	Cartolina (Assorted Color)				
12	Piece	Celluloid (Plastic Cover)				
1	Ream	Colored Paper (Assorted Color)				

24	Piece	Ruler				
3	Box	Correction Fluid				
24	Bottle	White Glue (140ml)				
24	Piece	Masking Tape 2"				
24	Piece	Scotch Tape 2"				
24	Piece	Packaging Tape (Transparent)				
200	Piece	Plastic Envelope with Handle				

 SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR
 POSITION/DESIGNATION: _____
 OFFICE TELEPHONE NO: _____
 MOBILE PHONE NO./FAX NO.: _____
 EMAIL ADDRESS/ES: _____