



Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
City of Muntinlupa



REQUEST FOR QUOTATION #2021-030

Date: _____

Name of Company: _____

Address: _____

TIN No.: _____

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 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 **Fifteen (15) calendar days** from receipt of approved purchase order.
- i.) The BuCor 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 (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor 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 indicating supplier's name and name of project.
- l.) Submission thru e-mail and fax quotation **will be allowed/accepted**.

REQUIREMENTS TO BE SUBMITTED



- m.) Valid and Current PhilGeps Registration Number
- n.) Valid and Current Mayor's/Business Permit

NOTE:

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

Signature over Printed Name of
Sole Proprietor /Authorized Representative

Submit your quotation duly signed by you or your duly authorized representative not later than **August 30, 2021** at the BAC Office, Bureau of Corrections at **09:00 A.M.** late submission of bids shall be rejected. For further information, you can call the BAC Secretariat c/o WILLIAM M. TERRADO at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 809-8587/478-0907 from 8:00 am to 5:00pm or email at bacsecbucor@yahoo.com, Monday to Friday.


CCSUPT VICTOR ERICK L PASCUA
Chairperson, Bids and Awards Committee 

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 2021-030

Project: Supply and Delivery of Regular Office Supplies for Different Offices Use

ABC: ₱998,880.00

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Offered Quotation	Approved Budget of the Contract (ABC)
			YES	NO		
300	pcs	BROOM SOFT				42,000.00
450	pcs	BROOM STICK				11,250.00
90	unit	CALCULATOR				34,200.00
150	box	CLIP BACKFOLD 32mm				4,500.00
150	box	CLIP BACKFOLD 50mm				9,000.00
900	pcs	CORRECTION TAPE				18,000.00
150	pcs	CUTTER KNIFE, for general purpose				6,000.00
150	pcs	DATA FILE BOX, made of chipboard, with closed ends				12,750.00
180	pcs	DATA FOLDER, made of chipboard, taglia lock				13,500.00
15	pcs	DATING AND STAMPING MACHINE				7,500.00
500	Can	DISINFECTANT SPRAY, aerosol type				67,500.00
90	pcs	DUST PAN, non rigid plastic				2,700.00
45	Box	ENVELOPE, BROWN, for legal size document				42,750.00
60	pcs	ERASER, FELT, for blackboard/whiteboard				900.00
90	pcs	ERASER, for pencil				900.00
150	Box	FASTENER, metal, non-sharp edges				15,000.00
150	Pack	FOLDER, with tab, white, legal				60,000.00
540	can	INSECTICIDE, aerosol type				78,300.00
30	Bundle	LOOSELEAF COVER, legal				25,500.00
288	Set	MARKER, fluorescent				15,840.00
600	pcs	MARKER, PERMANENT, black, bullet type				9,000.00
600	pcs	MARKER, PERMANENT, blue, bullet type				9,000.00
600	pcs	MARKER, PERMANENT, red, bullet type				9,000.00
300	pcs	MARKER, WHITEBOARD, black				6,000.00

300	pcs	MARKER, WHITEBOARD, blue				6,000.00
300	pcs	MARKER, WHITEBOARD, red				6,000.00
120	pcs	MOPHEAD, made of rayon				15,600.00
180	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min				8,100.00
180	Pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min				9,900.00
180	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4")				11,700.00
300	Box	PAPER CLIP, vinyl/plastic coated, 33mm				4,500.00
300	Box	PAPER CLIP, vinyl/plastic coated, 50mm				7,500.00
300	box	PENCIL, lead with eraser				9,000.00
90	Pcs	PUNCHER, paper heavy duty				13,050.00
300	Bundle	RAGS, all cotton				19,500.00
300	Book	RECORD BOOK, 300 pages 214mm x 278mm				25,500.00
300	Book	RECORD BOOK, 500 pages 214mm x 278mm				36,000.00
150	pcs	RULER, plastic 450mm				3,750.00
150	Pair	SCISSORS, 160mm min				7,500.00
300	pcs	SIGN PEN, black				13,500.00
300	pcs	SIGN PEN, blue				13,500.00
60	pcs	STAM PAD, felt				2,400.00
90	pcs	STAPLE REMOVER, plier type				2,700.00
300	pcs	STAPLE WIRE, standard				9,000.00
90	pcs	STAPLER, standard type				16,920.00
432	roll	TAPE, masking 24mm				28,080.00
320	roll	TAPE, masking 48mm				38,400.00
432	roll	TAPE, packaging 48mm				12,960.00
600	roll	TAPE, transparent 24mm				12,000.00
432	roll	TAPE, transparent 48mm				12,960.00
214	Pack	FLASHDRIVE, 16GB				59,920.00
600	Pack	TRASHBAG, GPP specs, black, 940mm x 1016mm				87,000.00
90	roll	TWINE, plastic				5,850.00
TOTAL						999,880.00

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____