



REQUEST FOR QUOTATION

“SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR EDUCATION SECTION USE FOR JANUARY TO JUNE 2021 (1LOT)”

Date: _____
 RFQ No: SPPF2021-PR.022

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 shall **quote per lot**.
- c.) Price quotation/lot must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission.
- d.) Price quotation/lot, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotation exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation/lot (for goods and infrastructure) or, the highest rated offer/lot (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.) All items shall be delivered within **ten (10) calendar days** from the receipt of approved Notice to proceed (NTP).
- i.) The BuCor-SPPF shall have the right to inspect and/or to test the goods to confirm its 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 of your quotation will not be entertained/accepted. Send your sealed quotation thru mail or submit it personally at the address hereunder provided.**

REQUIREMENTS TO BE SUBMITTED

- 1. Certified True copy of Valid & Current Mayor’s/Business Permit
 - a. Valid & Current Mayors Permit
 - b. Valid & Current Business Permit
- 2. Certified True copy of Valid & Current PhilGEPS Registration Number
- 3. 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 of
 Authorized Representative / Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than **April 12, 2021** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **10:00 A.M.** Late submission of bids shall be rejected.

CSUPT SUSAN C URGEL
 BAC Chairperson

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 #SPPF2021-PR.022

Procurement Project	Approved Budget for the Contract (ABC)
“Supply and Delivery of Various Supplies for Education Section Use for January to June 2021 (1Lot)”	Forty-Nine Thousand Nine Hundred Twenty-Five Pesos Only (Php49,925.00)

NO.	QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotation/ Unit	Offered Quotation Per Unit x Qty	Offered Quotation/Lot
				YES	NO				
1	150	PIECE	NOTEBOOK (100 PAGES)			PhP49,925.00	PhP_____	PhP_____	PhP_____
2	200	PIECE	BLACK BALLPEN				PhP_____	PhP_____	
3	20	PIECE	WHITE BOARD MARKER (BLACK)				PhP_____	PhP_____	
4	20	PIECE	WHITE BOARD MARKER (BLUE)				PhP_____	PhP_____	
5	5	PIECE	WHITE BOARD ERASER				PhP_____	PhP_____	
6	30	BOX	CHALK (144 PCS PER BOX)				PhP_____	PhP_____	
7	20	PIECE	BLACKBOARD ERASER				PhP_____	PhP_____	
8	5	PIECE	TABLE MOUNTED PENCIL SHARPENER				PhP_____	PhP_____	
9	100	PIECE	MANILA PAPER				PhP_____	PhP_____	
10	30	PIECE	ILLUSTRATION BOARD (WHOLE)				PhP_____	PhP_____	
11	50	PIECE	CLASS RECORD				PhP_____	PhP_____	
12	300	PIECE	#2 PENCIL				PhP_____	PhP_____	
13	300	PAD	PAD PAPER (GRADE1-50 PADS, GRADE2-50 PADS, GRADE3-50PADS, GRADE4-50PADS & INTERMEDIATE-100PADS)				PhP_____	PhP_____	
14	100	BOX	CRAYONS (BASIC, 16 COLORS PER BOX)				PhP_____	PhP_____	
15	10	PIECE	ENGLISH-TAGALOG DICTIONARY				PhP_____	PhP_____	
16	20	PIECE	UMBRELLA (LARGE)				PhP_____	PhP_____	
17	50	PIECE	WHITE POLO SHIRTS (10PCS-SMALL, 30PCS MEDIUM & 10PCS LARGE)				PhP_____	PhP_____	
18	3	PIECE	WATER JUG (12 LITERS)				PhP_____	PhP_____	
19	25	PIECE	CHARCOAL PENCIL (HARD)				PhP_____	PhP_____	
20	25	PIECE	CHARCOAL PENCIL (MEDIUM)				PhP_____	PhP_____	
21	25	PIECE	CHARCOAL PENCIL (SOFT)				PhP_____	PhP_____	
22	25	PIECE	VINYL/RUBBER ERASER				PhP_____	PhP_____	
23	25	PIECE	GUM/KNEADED ERASER				PhP_____	PhP_____	

24	25	PIECE	SKETCH PAD FOR CHARCOAL (10x12)				Php_____	Php_____
25	2	PAIL	GLOSS WHITE LATEX				Php_____	Php_____
26	2	GALLON	HANZA YELLOW ACRI-COLOR				Php_____	Php_____
27	2	GALLON	THALO BLUE ACRI-COLOR				Php_____	Php_____
28	2	GALLON	THALO RED ACRI-COLOR				Php_____	Php_____
29	2	GALLON	THALO GREEN ACRI-COLOR				Php_____	Php_____
30	2	GALLON	THALO LAMP BLACK ACRI-COLOR				Php_____	Php_____
31	5	SET	WATER COLOR (TUBE)				Php_____	Php_____

SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR

POSITION/DESIGNATION: _____

OFFICE TELEPHONE NO: _____

MOBILE PHONE NO./FAX NO.: _____

EMAIL ADDRESS/ES: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____ (*Civil Status*),
Filipino, and _____ residing _____ at
 _____, after having been
 duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor or authorized representative of
 _____ with office address at
 _____;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and
 designated representative of _____ with office
 address at _____;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of
 _____, I have full power and authority to do,
 execute and perform any and all acts necessary to participate, submit the bid, and to sign and
 execute the ensuing contract for ***“Supply and Delivery of Various Supplies for Education Section
 Use for January to June 2021 (1Lot)”*** as shown in the attached duly notarized *Special Power of
 Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and
 authority to do, execute and perform any and all acts necessary to participate, submit the bid, and
 to sign and execute the ensuing contract for ***“Supply and Delivery of Various Supplies for
 Education Section Use for January to June 2021 (1Lot)”*** as shown in the attached
 _____ [state title of attached document
 showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership
 Resolution, or Special Power of Attorney, whichever is applicable);];

3. _____ is not “blacklisted” or barred from bidding by the
 Government of the Philippines or any of its agencies, offices, corporations, or Local Government
 Units, foreign government/foreign or international financing institution whose blacklisting rules have
 been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of
 the original, complete, and all statements and information provided therein are true and correct;

5. _____ is authorizing the Head of the Procuring Entity or its duly
 authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring
 Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and
 the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the
 project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of _____ is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of _____ is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. _____ complies with existing labor laws and standards; and

8. _____ is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

Inquire or secure Supplemental/Bid Bulletin(s) issued the ***“Supply and Delivery of Various Supplies for Education Section Use for January to June 2021 (1Lot)”***.

9. _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__ at _____, Philippines.

Bidder’s Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2021 at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and issued on _____ at _____.

Witness my hand and seal this ____ day of _____ 2021.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____