



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



**REQUEST FOR QUOTATION**

**“SUPPLY AND DELIVERY OF SPPF OFFICE SUPPLIES FOR THE SECOND QUARTER OF 2021 - 1 LOT”**

Date: \_\_\_\_\_  
 RFQ No: SPPF2021-PR.0056

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 **seven (7) 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 19, 2021** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **9:00 A.M.** Late submission of bids shall be rejected.

  
**CTSSUPT 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.056**

<b>Procurement Project</b>	<b>Approved Budget for the Contract (ABC)</b>
<b>“SUPPLY AND DELIVERY OF SPPF OFFICE SUPPLIES FOR THE SECOND QUARTER OF 2021 - 1 LOT”</b>	Two Hundred Sixty Thousand Two Hundred Ninety Pesos (PHP 260, 290.00)

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotation Per Unit	Offered Quotation Per Unit X Quantity	TOTAL Offered Quotation/Lot
			YES	NO				
40	Box	Paper Multi-copy, 80 gsm, size 210mmx297mm (A4)			Php 260,290.00			
20	Box	Paper Multi-copy, 80 gsm, size 210mmx297mm (Legal)						
200	Pcs	Ballpen (Black)						
20	pcs	Staple Standard Type (Heavy Duty)						
150	Pcs	Sign Pen						
10	Jar	Glue , 200 grams						
20	Pcs	Permanent marker Blue (Pentilpen)						
20	pcs	Permanent Marker Black (Pentilpen)						
20	Pcs	Cutter						
50	Pcs	Scotch Tape 2” Width						
20	pcs	Masking Tape						
20	PACK	Toilet Tissue Paper 2-ply						
20	Pcs	Flask Drive , 16 GB Capacity						
3000	Pcs	Fastener						
20	Pcs	Data File Box						
60	Pcs	Pencil						
3	Pcs	External Hard Drive 2TB						
20	Tin	Multi Insect Killer						
20	Tin	Furniture Cleaner						
20	Pcs	Broom (Tambo)						
20	pcs	Plastic Trash Bin						
10	Box	Folder Long						
10	Box	Folder A4						
50	Pcs	Logbook (500 pages)						
40	Pcs	Logbook (300 pages)						
30	pcs	Logbook (Small)						
50	Bottle	Ink Black 100ml/bot						
30	Bottle	Ink Magenta 100ml/bot						
30	Bottle	Ink Cyan 100ml/bot						
30	Bottle	Ink Yellow 100ml/bot						
4	pcs	White Board 42x78cm						

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

