



**REQUEST FOR QUOTATION**

**SUPPLY & DELIVERY OF OF OFFICE SUPPLIES NOT AVAILABLE TO PS FOR  
 SPPF OFFICES USED FOR 3<sup>RD</sup> QUARTER OF 2021 – 1 LOT**

Date: \_\_\_\_\_  
 RFQ No: SPPF2021-PR.148

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 **July 19, 2021** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **08:30 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.018**

<b>Procurement Project</b>	<b>Approved Budget for the Contract (ABC)</b>
<b>Supply &amp; Delivery of of Office Supplies not Available to PS for SPPF Offices Used for 3<sup>rd</sup> Quarter of 2021 – 1 Lot</b>	Two Hundred Four Thousand Six Hundred Ninety Five Pesos (Php. 204,695)

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotation Per Unit	Offered Quotation Per <u>Unit X Quantity</u>	TOTAL Offered Quotation/Lot
			YES	NO				
15	tin	Air Freshener						
40	box	Bond Paper, Multi-Copy 80 gsm; 210mmx297mm (A4)						
20	box	Bond Paper, Multi-Copy 80 gsm; 210mm X 297 (LEGAL)						
50	pcs	Correction Tape						
5	pcs	Dust Pan						
150	pcs	Ballpen(Black)						
150	pcs	Ballpen (Blue)						
10	pcs	Staple Wire Remover (Steel/plier type)						
2	pcs	Feather Duster						
80	pcs	Sign Pen Black (Pilot G-Tech)						
6	tin	Disinfectant Spray						
4	pcs	Floor Mop						
4	bottle	Floorwax Liquid						
2	can	Floor Wax 1kg/can						
30	jar	Glue (100 grams)						
50	pcs	Permanent Marker Black (Pilot)						
50	pcs	Permanent Marker Blue (Pilot)						
20	pairs	Scissors 5"						
50	pad	Sticky Note/Post 1x3"						
50	pad	Sticky Note/Post it 2x3"						
5	pcs	Tape Dispenser 2" Width						
10	pcs	Scotch Tape 2"						
40	pcs	Masking Tape 2"						
5	pcs	Toilet Brush						
20	pcs	Flash Drive, 16 GB capacity						
35	pcs	Data File Box						
80	pcs	Pencil						
1	pcs	External Hard Drive – 2 TB						
5	tin	Multi-insect Killer						
2	ltr	Muriatic Acid						
6	pcs	Broom (Tambo)						
15	bundl e	Folder long (100pcs/bundle)						
15	bundl e	Folder A4 (100pcs/bundels)						
20	pcs	Logbook (500 pages)						
20	pcs	Logbook (300 pages)						
5	pcs	Logbook Small						
80	bot	Ink Black 100ml						

40	bot	Ink Magenta 100ml						
40	bot	Ink Yellow 100ml						
40	bot	Ink Cyan – 100ml						
20	pcs	White Board Marker – Black						
20	pcs	White Board marker Blue						
20	pcs	White Board Marker Red						
		<b>**Please bring sample**</b>						

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR

POSITION/DESIGNATION: \_\_\_\_\_

OFFICE TELEPHONE NO: \_\_\_\_\_

MOBILE PHONE NO./FAX NO.: \_\_\_\_\_

EMAIL ADDRESS/ES: \_\_\_\_\_

Annex "A"

COMPANY LETTERHEAD

*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 AIRCON UNITS, SWIVEL CHAIRS AND WINDOW BLINDS FOR NEWLY REPAIRED SUPERINTENDENTS OFFICE USE - 1 LOT”** 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 AIRCON UNITS, SWIVEL CHAIRS AND WINDOW BLINDS FOR NEWLY REPAIRED SUPERINTENDENTS OFFICE USE - 1 LOT”** 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 AIRCON UNITS, SWIVEL CHAIRS AND WINDOW BLINDS FOR NEWLY REPAIRED SUPERINTENDENTS OFFICE USE - 1 LOT”**

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 \_\_\_\_\_, 2021 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 \_\_\_\_\_