



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



REQUEST FOR QUOTATION

**“LEASE OF VENUE AND ACCOMMODATIONS DURING SPPF MANAGEMENT PLANNING
 – 1 LOT”**

Date: _____
 RFQ No: SPPF2022-PR.010

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 **February 9, 2022** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **9:00 A.M.** Late submission of bids shall be rejected.

CCI ANGELITO D. CAPITAN
 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 #SPPF2022-PR. 010

| | |
|--|---|
| Procurement Project | Approved Budget for the Contract (ABC) |
| “LEASE OF VENUE AND ACCOMMODATIONS DURING SPPF MANAGEMENT PLANNING” | Sixty Thousand Pesos (Php. 60,000) |
| | |

| 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 | | | | |
| 1 | lot | Venue and Room accommodations | | | Php. 60,000 | | | |
| | | for 40 pax in two (2) days | | | | | | |
| | | at the municipality of Rizal, Occidental Mindoro | | | | | | |
| | | with Function Hall | | | | | | |
| | | Tables & Chairs for workshops | | | | | | |
| | | Projector & Sound System | | | | | | |
| | | X-X-X-X-X-X-X | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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