



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



**REQUEST FOR QUOTATION**

**SUPPLY & DELIVERY OF EDUCATION & TRAINING SECTION SCHOOL  
 SUPPLIES FOR 1<sup>ST</sup> QUARTER – 1 LOT**

Date: \_\_\_\_\_  
 RFQ No: SPPF2022-PR.009

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 **thirty (30) 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 28, 2022** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **09:00 A.M.** Late submission of bids shall be rejected.

  
**CCI ANGELITO D. LAPITAN**

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.009**

<b>Procurement Project</b>	<b>Approved Budget for the Contract (ABC)</b>
<b>SUPPLY &amp; DELIVERY OF EDUCATION &amp; TRAINING SECTION SCHOOL SUPPLIES FOR 1<sup>ST</sup> QUARTER – 1 LOT</b>	Sixty Two Thousand Two Hundred Eighty Four Pesos (Php. 62,284.00)

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				
150	PCS	BALLPEN (RED)			PhP. 62,284.00			
300	PCS	PENCIL #2						
36	PCS	PENDEL PEN (POINTED) BLACK						
36	PCS	PENDEL PEN (POINTED) BLUE						
24	PCS	HIGHLIGHTER (ASSORTED COLOR)						
50	PCS	RULER (12") PLASTIC						
10	PCS	PROTRACTOR (STD)						
12	PAIR	SCISSORS (STD) SMALL						
6	PCS	PACKING TAPE (BIG)						
6	PCS	MASKING TAPE (BIG)						
12	PCS	SCOTCH TAPE 1"						
24	PCS	GLUE 100GRMS, TUBE						
100	PCS	GLUE STICK						
5	PCS	CUTTER (MEDIUM)						
30	PCS	CUTTER BLADE (MEDIUM)						
150	PCS	CELULOID PLASTIC COVER						
50	BOX	CRAYONS (BASIC, 16COLORS/BOX)						
50	BOX	BULLDOG CLIP (MEDIUM)						
24	PCS	RECORD BOOK (150 PAGES)						
1	BOX	BOND PAPER –A4 7P GSM						
10	PACK	CANSON PAPER						
1	GAL	THINNER						
10	PCS	UMBRELLA (LARGE)						
1	PCS	YELLOW INK (BT5000-BROTHER)						
1	PCS	CYAN INK (BT5000-BROTHER)						
1	PCS	MAGENTA INK (BT5000-BROTHER)						
2	PCS	TEXTILE PAINT (BLUE)						
2	LTR	TEXTILE PAINT (RED)						
2	LTR	TEXTILE PAINT (GREEN)						
2	LTR	TEXTILE PAINT (BLACK)						
10	YARD	GREEN FILM FOR SILK SCREEN						
50	PC	SKETCH PAD						
10	SET	PAINT BRUSH						
		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:** \_\_\_\_\_

