

Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
SAN RAMON PRISON AND PENAL FARM
Zamboanga City

Request for Quotation

The San Ramon Prison and Penal Farm, through its Bids and Awards Committee, request your lowest quotation of Office Supplies for Different Section Use 1st Quarter CY 2022

UNIT	ITEM DESCRIPTION/SCOPE OF WORK	QTY	UNIT COST	TOTAL COST
CAN	INSECTICIDE, AEROSOL TYPE, NET CONTENT; 600ml	15	495.00	7,425.00
BOTTLE	ALCOHOL, ISOPROPYL, 68%-72%, 500ml	50	115.00	5,750.00
PACK	STICKER PAPER	10	80.00	800.00
PAD	NOTEPAD, STICK ON, 50mm X 76mm (2"X3")min	20	25.00	500.00
PAD	NOTEPAD, STICK ON, 76mm X 100mm (3"X4")min	30	35.00	1,050.00
REAM	PAPER, MULTICOPY, 80gsm, SIZE 216mm X 330mm	120	245.00	29,400.00
REAM	BONDPAPER A4	60	235.00	14,100.00
BOOK	RECORD BOOK, 300 PAGES, SIZE 214mmX278mm(w/page)	70	275.00	19,250.00
BOOK	RECORD BOOK, 500 PAGES, SIZE 214mmX278mm(w/page)	100	295.00	29,500.00
JAR	GLUE, ALL PURPOSE	20	75.00	1,500.00
ROLL	TAPE, MASKING, WIDTH: 48mm	20	60.00	1,200.00
ROLL	TAPE, PACKAGING, WIDTH 48mm	20	55.00	1,100.00
ROLL	TAPE TRANSPARENT, WIDTH: 24mm	20	18.50	370.00
ROLL	TAPE, TRANSPARENT, WIDTH: 48mm	20	55.00	1,100.00
PIECE	RULER, PLASTIC, 450mm (12"), WIDTH: 38mm min	15	10.00	150.00
CAN	AIR FRESHENER, AEROSOL, 280ml/150g min	30	295.00	8,850.00
PIECE	BROOM, SOFT (TAMBO)	15	136.24	2,043.60
CAN	CLEANSER, SCOURING POWDER, 350g min/can	15	65.00	975.00
CAN	DISINFECTANT SPRAY, AEROSOL TYPE, 400-550grams	9	495.00	4,455.00
PIECE	FLASH DRIVE, 32GB CAPACITY	15	895.00	13,425.00
BOX	CLIP BACKFOLD, ALL METAL, CLAMPING: 32mm	30	55.00	1,650.00
BOX	CLIP BACKFOLD, ALL METAL, CLAMPING: 50mm	30	115.00	3,450.00
PIECE	CORRECTION TAPE 10 METER	70	45.00	3,150.00
PIECE	DATA FILE BOX, MADE OF CHIPBOARD, W/ CLOSED ENDS	10	245.00	2,450.00
PIECE	DATA FOLDER, MADE OF CHIPBOARD, TAGILIA LOCK	10	225.00	2,250.00
BOX	FASTENER, METAL, 70mm BETWEEN PRONGS	20	70.00	1,400.00
PACK	FOLDER TAGBOARD, FOR A4 SIZE DOCUMENTS (100pcs/pck)	5	695.00	3,475.00
PACK	FOLDER TAGBOARD, FOR LEGAL SIZE DOCUMENTS)100pcs/pck)	15	700.00	10,500.00
BOX	PAPER FASTENER LONG (8-1/2" LONG, 70MM)PLASTIC	10	225.00	2,250.00
PCS	STICKY NOTES 12.7MMX44MM	50	30.00	1,500.00
PACK	TOILET TISSUE 12pcs/pack	12	120.00	1,440.00
PIECE	MARKER, WHITEBOARD, BLACK FELT TIP, BULLET TYPE	48	75.00	3,600.00
PIECE	MARKER, WHITEBOARD, BLUE FELT TIP, BULLET TYPE	48	75.00	3,600.00
PIECE	MARKER, WHITEBOARD, REF FELT TIP, BULLET TYPE	48	75.00	3,600.00
PIECE	MARKER, PERMANENT, BULLET TYPE, BLACK	48	45.00	2,160.00
PIECE	MARKER, PERMANENT, BULLET TYPE, BLUE	36	45.00	1,620.00
PIECE	MARKER, PERMANENT, BULLET TYPE, RED	12	45.00	540.00
BOX	PAPER CLIP, VINYL/PLASTIC COAT LENGTH: 32mm min	50	12.50	625.00
BOX	PAPER CLIP, VINYL/PLASTIC COAT LENGTH: 50mm min	50	30.00	1,500.00
PIECE xx	PUNCHER, PAPER, HEAVY DUTY, WITH TWO HOLE GUIDE	10	150.80	1,508.00
PAIR	SCISSORS, SYMMETRICAL, BLADE LENGTH: 65mm min	10	95.00	950.00
PIECE	STAPLER, STANDARD TYPE, LOAD CAP: 200 STAPLES min	15	195.00	2,925.00

CART	INK CART, EPSON C13T664100 (T6641) BLACK	25	350.00	8,750.00
CART	INK CART, EPSON C13T664200 (T6642) CYAN	25	350.00	8,750.00
CART	INK CART, EPSON C13T664300 (T6643) MAGENTA	25	350.00	8,750.00
CART	INK CART, EPSON C13T664400 (T6644) YELLOW	25	350.00	8,750.00
PIECE	SIGNPEN BLACK, LIQUID GEL INK, 0.5mm needle TIP	50	34.61	1,730.50
PIECE	BALLPEN BLUE	50	7.00	350.00
PIECE	BALLPEN BLACK	130	7.00	910.00
PACK	PUSH PINS	20	15.00	300.00
PACK	PHOTO PAPER (MATTE)	10	175.00	1,750.00
CART	COMPUTER INK, BT 500 MAGENTA	10	595.00	5,950.00
CART	COMPUTER INK, BT 500 YELLOW	10	595.00	5,950.00
CART	COMPUTER INK, BT 500 CYAN	10	595.00	5,950.00
CART	COMPUTER INK, BT D60 BLACK	15	595.00	8,925.00
UNIT	EXTERNAL HARD DRIVE 1TB	3	4995.00	14,985.00
pcs	STAPLE WIRE, standard	40	25.00	1,000.00
PIECE	TAPE DISPENSER, TABLE TOP	10	100.00	1,000.00
bottle	STAMP PAD INK	20	31.52	630.40
pack	HIGHLIGHTER	50	12.00	600.00
PIECE	CORRECTION FLUID	40	25.00	1,000.00
BOX	PENCIL Lead with eraser 12pcs/pack	10	95.00	950.00
pcs	STAPLE REMOVER, PLIER TYPE	20	24.9	498.00
can	FLOOR WAX 2KG	10	495	4,950.00
			TOTAL	291,515.50

Terms and Conditions

- a) Bidders shall provide correct and accurate information required in this form.
- b) Price quotation must be valid for a period of One Hundred Twenty (120) calendar days from the date of submission.
- c) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- d) Quotations exceeding the Approved Budget for the ABC shall be rejected.
- e) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specification and terms and conditions stated herein.
- f) 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.
- g) The item/s shall be delivered within fifteen (15) calendar days from receipt of approved purchase order/Notice to Proceed.
- h) The San Ramon Prison and Penal Farm shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- i) Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The San Ramon Prison and Penal Farm, shall rescind the contract once the cumulative amount damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- j) Bidders shall submit other **LEGAL TECHNICAL AND FINANCIAL** documents as may be required by the BAC once declared the **LOWEST CALCULATED QUOTATION (LCQ)**.
- k) Late submission of RFQ shall not be accepted.

BIDDERS STATEMENT OF COMPLIANCE TO TERMS AND CONDITIONS.

Interested suppliers may obtain further information from BAC Secretariat Office, San Ramon Prison and Penal Farm, Zamboanga City and during: 8:00 am to 5:00 pm, Monday, Tuesday, Thursday & Friday, and 8:00 am to 12:00 noon Wednesday.


Bid Tender Forms may be obtained by interested suppliers on **March 01-07, 2022** from the address below.

Please submit your quotations on or before **March 08, 2022** at 9:00AM at the Supply Office, San Ramon Prison and Penal Farm, Zamboanga City at which the Bid Tender Forms will be opened.

The *San Ramon Prison and Penal Farm* reserves the right to accept or reject any price offer at any time prior to contract award, without thereby incurring any liability to the affected supplier or suppliers.

For further information, please refer to:

BAC SECRETARIAT OFFICE
SAN RAMON PRISON AND PENAL FARM
ZAMBOANGA CITY
Tel. No. 09274270841/09451422530


C/SINSP EDGARDO F MENDOZA JR
Chairperson, Bids and Awards Committee
of San Ramon Prison and Penal Farm