



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



REQUEST FOR QUOTATION

“SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR 2ND QUARTER OF 2022 – 1 LOT”

Date: _____
 RFQ No: **SPPF2022-PR.041**

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 **April 25, 2022** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **9:30 A.M.** Late submission of bids shall be rejected.

CCI ANGELINA D. LAPITAN
 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. 041

Procurement Project	Approved Budget for the Contract (ABC)
“SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR 2ND QUARTER OF 2022 – 1 LOT”	Three Hundred Fifteen Thousand Eight Hundred Forty Pesos (Php. 315,840.00)

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				
20	box	Bond Paper (Legal) subs 20, 70 gsm			Php. 315,840.00			
50	box	Bond Paper (A4) subs 20, 70 gsm						
10	box	Permanent Marker (Black)						
150	pcs	Record Book (300 pages)						
100	pcs	White Board Marker (Black)						
500	pcs	Ballpen (Black)						
200	pcs	Ballpen (Blue)						
50	pcs	Ballpen (Red)						
50	pad	Note Pad Stick 3x2” 100 sheets per pad						
50	pad	Note Pad Stick 51x38 100 sheets per pad						
50	pad	Note Pad Stick 3x4” 100 sheets per pad						
50	box	Binder Clip						
30	pcs	Scissors						
20	pcs	Staple Remover						
150	pcs	Correction Tape						
50	pack	Toilet Tissue Paper -2-ply (4 roll/pack)						
50	pcs	Data File Box						
50	pcs	Flash Drive, 16 GB Capacity						
15	pcs	Stapler						
30	pcs	Scotch Tape 2”						
20	bundl	Folder White A4						
20	bundl	Folder White (Long)						
20	pcs	Dust Pan						
30	bot	Toilet Cleaner						
150	pcs	Pencil						
50	bot	Ink (Black)						
50	bot	Ink (Cyan)						
50	bot	Ink (Magenta)						
50	bot	Ink (Yellow)						
20	pcs	Toilet Brush						
15	pcs	Trash Can						
20	pcs	Puncher						
10	pcs	Double Sided Tape						
10	pcs	Tape Dispenser						
		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: _____