



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 THE LAST QUARTER OF 2022 - 1LOT”

Date: _____
 RFQ No: SPPF2022-PR.100

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 **seven (07) days** from to 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 **October 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.


CTSUPT JOSE B VERDADERO JR
 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.100

Procurement Project	Approved Budget for the Contract (ABC)
“Supply & Delivery of Office Supplies for the Last Quarter of 2022 - 1Lot”	Two Hundred Seventy Thousand Eight Hundred Fifty Pesos Only (Php270,850.00)

NO.	QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotation/ Unit (Php)	Offered Quotation Per Unit x Qty (Php)	Offered Quotation/Lot
				YES	NO				
1	300	PIECE	BALLPEN (BLACK)			Php 270,850.00	_____	_____	Php
2	300	PIECE	SIGN PEN (BLACK)				_____	_____	
3	200	PIECE	SIGN PEN (BLUE)				_____	_____	
4	50	PIECE	LOG BOOK (300 PAGES)				_____	_____	
5	80	BOTTLE	INK (BLACK)				_____	_____	
6	50	BOTTLE	INK (YELLOW)				_____	_____	
7	50	BOTTLE	INK (MAGENTA)				_____	_____	
8	50	BOTTLE	INK (CYAN)				_____	_____	
9	38	PIECE	FOOT RACK (BASAHAN)				_____	_____	
10	80	PAD	STICKY NOTE (3x3)				_____	_____	
11	80	PAD	STICKY NOTE (3x2)				_____	_____	
12	80	PAD	STICKY NOTE (51x38)				_____	_____	
13	80	PAD	STICKY NOTE (SIGN HERE)				_____	_____	
14	50	BUNDLE	FOLDER (LONG, WHITE, 100PC/BUNDLE)				_____	_____	
15	70	PIECE	CORRECTION TAPE				_____	_____	
16	30	TIN	AIR FRESHENER				_____	_____	
17	50	BOX	FASTENER				_____	_____	
18	80	PACK	TISSUE (4ROLL/PACK)				_____	_____	
19	300	PIECE	PENCIL				_____	_____	
20	40	PIECE	SCISSORS				_____	_____	
21	30	PIECE	FLASH DRIVE (16GB)				_____	_____	
22	30	PIECE	DATA FILE BOX				_____	_____	
23	30	PIECE	MASKING TAPE (3PC/PACK)				_____	_____	
24	30	PIECE	SCOTCH TAPE				_____	_____	
25	50	PACK BOX	HIGHLIGHTER/MARKER (4PC/PACK)				_____	_____	
26	250	BOX	STAPLE WIRE (NO.35)				_____	_____	
27	30	BOX	WHITE BOARD MARKER (12PC/PACK)				_____	_____	
28	100	PIECE	PERMANENT MARKER (BLACK)				_____	_____	
29	100	PIECE	PERMANENT MARKER (RED)				_____	_____	

30	10	BOX	PUSH PIN (40PCS/PACK)				_____	_____	
31	15	PIECE	SOFT BROOM (WALIS-TAMBO)				_____	_____	
32	15	PIECE	TRASH CAN				_____	_____	
33	40	PIECE	LOOSE LEAF DATA FILE FOLDER				_____	_____	

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

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 & Delivery of Office Supplies for the Last Quarter
 of 2022 - 1Lot”** 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 & Delivery of Office Supplies for the Last
 Quarter of 2022 - 1Lot”** 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
“Supply & Delivery of Office Supplies for the Last Quarter of 2022 - 1Lot.”

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 _____, 20__ at _____, Philippines.

Bidder’s Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2022 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 _____ 2022.

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 _____