



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



REQUEST FOR QUOTATIONS

“SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR 1st QUARTER OF 2023 – 1 LOT”

Date: _____

RFQ No: **SPPF2023-PR.011**

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 10, 2023** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **10:00 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 #SPPF2023-PR. 011

Procurement Project					Approved Budget for the Contract (ABC)			
"SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR 1st QUARTER OF 2023 – 1 LOT"					Three Hundred Fifteen Thousand Eight Hundred Forty Pesos (Php. 302,035.00)			
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				
70	box	BOND PAPER (80GSM, SIZE: A4)			Php. 302,035.00			
50	box	BOND PAPER (80GSM, SIZE: LEGAL)						
300	pcs	BALLPEN (BLACK)						
60	pcs	CORRECTION TAPE						
30	pcs	PAPER CLIP (33MM)						
50	pcs	SIGN PEN (BLACK)						
150	pcs	LOG BOOK (500 PAGES)						
20	roll	SCOTCH TAPE (2" WIDTH)						
20	box	BINDER CLIP (2")						
100	pack	TISSUE						
20	pcs	FLASH DRIVE 16GB CAPACITY						
30		BINDER CLIP 1 3/4"						
15	box	CUTTER						
20	pcs	DATA FILE BOX						
100	pcs	LOGBOOK (300 PAGES)						
20	pcs	STAPLE WIRE REMOVER						
50	pcs	PERMANENT MARKER (BLACK)						
20	pcs	SCISSORS						
10	box	EXPANDED ENVELOPE (BROWN) 10PCS/PACK						
20	bot	TOILET CLEANER						
10	bundl e	FOLDER (14 WHITE) 100/PACK						
		X-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: _____