



Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
City of Muntinlupa



REQUEST FOR QUOTATION # 2023-028
Supply and Delivery of Various Office Supplies

Date: _____

Name of Company: _____

Address: _____

TIN No.: _____

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 may quote for all the items.
- c.) Price quotation/s must be valid for a period of *One Hundred Twenty (120) calendar days* from the date of submission.
- d.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- f.) 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 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.) The item/s shall be delivered within **Fifteen (15) calendar days** from receipt of approved purchase order.
- i.) The BuCor shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- j.) 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 BuCor 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 indicating supplier's name and name of project.
- l.) Submission thru e-mail and fax quotation **will be allowed/accepted**.

REQUIREMENTS TO BE SUBMITTED

- m.) Valid and Current PhilGeps Registration Number
- n.) Valid and Current Mayor's/Business Permit

Note:

Allow PEs to accept the expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract under GPPB Resoution No. 05-2020 Approving the Acceptance of an Expired Mayor's Permit with Official Receipt for yhe Renewal Application.

NOTE:

BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE

Signature over Printed Name of
Sole Proprietor /Authorized Representative

Submit your sealed quotation duly signed by you or your duly authorized representative not later than APRIL 21, 2023 at the BAC Office, Bureau of Corrections at 9:00am. Late submission of bids shall be rejected. For further information, you can call the BAC Secretariat c/o WILLIAM M. TERRADO. at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 8809-8587/8478-0907 from 8:00 am to 5:00pm or email at bacsec2022@gmail.com, Monday to Friday


C/CSUPT GERALDO IARO
Chairman, Bids and Awards Committee

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 RFQ 2023-028

Project: Supply and Delivery of Various Office Supplies

ABC: ₱999,975.00

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Unit Price	Offered Quotation (Unit Price)	Approved Budget of the Contract (ABC)	Offered Quotation (Total)
			YES	NO				
15,000	piece	BALLPEN, ballpoint pen (BLACK)			6.00		90,000.00	
5,000	piece	BALLPEN, ballpoint pen (BLUE)			6.00		30,000.00	
150	piece	BROOM, Stick (TING-TING)			25.00		3,750.00	
150	Piece	BROOM, Soft (TAMBO)			130.00		19,500.00	
600	piece	CORRECTION TAPE			15.00		9,000.00	
425	piece	DATA FILE BOX, made of chipboard, with closed ends,			150.00		63,750.00	
500	piece	DATA FOLDER, made of chipboard, taglia lock, LEGAL			180.00		90,000.00	
150	Piece	FLASHDRIVE 32GB			350.00		52,500.00	
200	Pack	FOLDER with TAB, Legal, 100 pcs per pack			350.00		70,000.00	
300	Can	INSECTICIDE, aerosol, 600ml (min)			150.00		45,000.00	
30	bundle	LOOSELEAF COVER, legal, 50 pcs per bundle			800.00		24,000.00	
30	Piece	MOPHANDLE, heavy duty, screw type			150.00		4,500.00	
60	Piece	MOPHEAD, made of rayon			130.00		7,800.00	
150	Pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3")			40.00		6,000.00	
150	Pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3")			55.00		8,250.00	
150	Pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4")			65.00		9,750.00	
150	Box	PENCIL, lead w/ eraser, wood			25.00		3,750.00	
300	Bundl	RAGS, all cotton			55.00		16,500.00	
100	Piece	SIGN HERE Sticker			65.00		6,500.00	
50	Piece	STAPLE REMOVER, stainless plier-type			65.00		3,250.00	
300	Roll	TAPE, masking, 1" (24mm), 50			65.00		19,500.00	
300	roll	TAPE, masking, 2" (48mm), 50 meters			125.00		37,500.00	

300	Roll	TAPE, packaging, 2" (48mm), 50 meters, color: Tan			25.00		7,500.00	
645	Roll	TAPE, transparent, 1" (24mm), 50 meters			15.00		9,675.00	
300	Roll	TAPE, transparent, 2" (48mm), 50 meters			25.00		7,500.00	
40	Box	CONTINUOUS FORM, 2 PLY, 280mm x 241mm (11 x 9 1/2)			1,500.00		60,000.00	
40	Box	CONTINUOUS FORM, 2 PLY, 280mm x 378mm (11 x 14 7/8)			2,400.00		96,000.00	
40	Box	CONTINUOUS FORM, 3 PLY, 280mm x 378mm (11 x 14 7/8)			2,000.00		80,000.00	
100	Cart	Ink 003 (BLACK)			285.00		28,500.00	
100	Cart	Ink 003 (BLUE)			300.00		30,000.00	
100	Cart	Ink 003 (CYAN)			300.00		30,000.00	
100	Cart	Ink 003 (MAGENTA)			300.00		30,000.00	
		xxxNOTHING FOLLOWSxxx						
		Total					999,975.00	

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____