



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



**REQUEST FOR QUOTATION**

**SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 2<sup>ND</sup> QUARTER OF 2023 – 1 LOT**

Date: \_\_\_\_\_  
 RFQ No: SPPF2023-PR.064

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 24, 2023** 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 #SPPF2023-PR. 020**

Procurement Project					Approved Budget for the Contract (ABC)			
SUPPLY & DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 2 <sup>ND</sup> QUARTER 2023 – 1 LOT					Three Hundred Twelve Thousand One Hundred Fifty Pesos (Php. 312,150.00)			
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				
40	BOX	BOND PAPER A4			Php.312,150.00			
20	BOX	BOND PAPER LEGAL						
200	PCS	BALL PEN BLACK (PANDA)						
200	PCS	SIGN PEN BLACK						
100	PCS	SIGN PEN BLUE						
150	PCS	INK BLACK						
100	PCS	INK YELLOW						
100	PCS	INK MAGENTA						
100	PCS	INK CYAN						
30	PCS	FOOT RACK (BASAHA)						
50	PAD	STICKY NOTE 3X3						
50	PAD	STICKY NOTE 3X2						
50	PAD	STICKY NOTE 51X38						
50	PAD	STICKY NOTE (SIGN HERE)						
20	BUNDLE	FOLDER LONG WHITE (100 PCS/BUNDLE)						
150	PCS	CORRECTION TAPE						
30	BOT	AIR FRESHENER						
50	BOX	METAL FASTENER						
30	PACK	TISSUE(4ROLL/PACKS)						
150	PCS	PENCIL						
20	PCS	SCISSORS						
30	PCS	FLASH DRIVE 16GB						
50	PCS	DATA FILE BOX						
20	ROLL	MASKING TAPE (3PCS)						
20	PCS	SCOTCH TAPE						
30	PACK	STABILO (4PCS/PACK)						
20	BOX	METAL FASTENER (50 PCS/BOX)						
120	PACK	DETERGENT POWDER						
20	PIECES	BROOM STICK						
20	PIECES	SOFT BROOM						
20	PIECES	LOOSE LEAF						
30	BOX	STAPLE WIRE NO. 35						
20	BOX	WHITE BOARD MARKER BLACK 12 PCS						
150	PIECES	PERMANENT MARKER BLACK						
75	PIECES	PERMANENT MARKER RED						
30	PIECES	TRASH CAN						
20	PCS	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:** \_\_\_\_\_