



REQUEST FOR QUOTATION

RFQ No.: 2023-07-007
 PR No.: 2023-06-0176

Name of Company/Store/Shop: _____
 Address: _____
 Name of Authorized Representative: _____
 Contact Number: _____

The BuCor-Davao Prison and Penal Farm (DPPF), through its Bids and Awards Committee (BAC), intend to procure **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 3RD AND 4TH QUARTER OF CY 2023 with an approved ABC amounting to Philippine Peso Five Hundred Sixty-Seven Thousand Nine Hundred Twenty-Eight and 70/100 Only (PhP 567,928.70)** in accordance with Section 52.1(b) Shopping of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offers** in the lot describe herein, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your authorized representative **not later than JULY 28 at 1:45 PM**.

The following documents are also required to be submitted **along** with your quotation/proposal on the specified deadline above.

Required Documents	Remarks
1. Valid and Current PhilGEPS Certificate	
2. Valid and Current Mayor's or Business Permit	In case not yet available, you may submit expired 2022 (year) Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your g (year) Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
3. Duly Notarized Omnibus Sworn Statement (GPPB-Prescribed Form), accompanied with proof of authorization.	For ABC above 500k .
4. Valid and Current Income Business Tax Return	For ABC above 500k .
5. Secretary's Certificate in case of corporation or Special Power of Attorney (SPA) in case of Partnership or Sole Proprietorship.	For their duly authorized representative who will attend the opening of bids.

For any clarification, you may email us at dppfbac@bucor.gov.ph.


C/SUPT RUFINO A MARTIN, MBA, CSMS
 BAC Chairperson

INSTRUCTIONS BIDDERS:

- Do not alter** the contents of this form in any way.
- The use of this **RFQ is mandatory**.
- All technical specifications are mandatory.** *Failure to comply* with any of the mandatory requirements shall render the quotation ineligible/disqualified.
- Quotation must be submitted in person or through electronic mail at dppfbac@bucor.gov.ph.

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Bidder may submit original brochures showing certification of the product being offered.
- IF APPLICABLE, BRAND NAME, MODEL/YEAR AND COUNTRY OF ORIGIN FOR EACH ITEM SHALL BE INDICATED IN THE RFQ BY THE PARTICIPATING SUPPLIER/S. IN THE ABSENCE OF "BRAND NAME" OFFERED SHALL BE A SUFFICIENT GROUND FOR DISQUALIFICATION OF THE PARTICIPATING SUPPLIER/BIDDER.**
- BIDDER IS REQUIRED TO OFFER ONE (1) BRAND ONLY. IN CASE THE BIDDER OFFERED MULTIPLES BRANDS, SAID BIDDER WILL BE AUTOMATICALLY DISQUALIFIED.**
- WARRANTY SHALL BE FOR A PERIOD OF AT LEAST THREE (3) MONTHS FOR EXPENDABLE ITEMS AND ONE (1) YEAR FOR NON-EXPENDABLE FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.**
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Price quotation/s must be valid for a period of sixty (60) calendar days from the deadline of submission.

8. Price quotation/s, to be denominated in the Philippine peso, shall include all taxes, duties, and/or levies payable.
9. Quotations exceeding the Approved Budget for the Contract shall be rejected.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DPPF BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider.
- 11. AWARD OF CONTRACT SHALL BE MADE TO THE LOWEST QUOTATION WHICH COMPLIES WITH THE TECHNICAL SPECIFICATION, REQUIREMENTS AND OTHER TERMS AND CONDITIONS STATED HEREIN.**
12. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 13. Item/s delivered shall be inspected on the scheduled date and time of the DPPF PMS. The delivery of The DPPF Inspection and Acceptance Committee shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.**
14. **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 DPPF 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 remedies open to it.
15. Payment shall proceed **after delivery and upon the submission of the required supporting documents**, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor account.
- 16. THE DPPF RESERVES THE RIGHT TO REJECT ALL QUOTATION/BIDS TO WAIVE MINOR DEFECTS THEREIN, TO ANNUL THE AWARDING PROCESS, TO REJECT THE QUOTATION/BIDS AT ANY TIME PRIOR TO CONTRACT OF AWARD WITHOUT THEREBY RAISING ANY LIABILITY TO THE AFFECTED BIDDER/SUPPLIER AND TO ACCEPT ONLY THE OFFER THAT IS MOST ADVANTAGEOUS TO THE GOVERNMENT.**

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

QTY	UNIT	ITEM/S DESCRIPTION	State of Compliance		Bidder's Offer		
			YES	NO	Brand Name, Model, and Other Remarks	Unit Price	Total Amount
2,000	Pcs	Ballpen, black					
24	Pcs	Ballpen, red					
600	Ream	Bond Paper, White, A4, (at least 70 gsm)					
300	Ream	Bond Paper, White, Short (at least 70 gsm)					
60	Box	Binder Clips, 25MM, 12pcs/box					
60	Box	Binder Clips, 51MM, 12pcs/box					
5	Box	Continuous Form, 9 1/2 x 11, 4ply, carbonless					
5	Box	Continuous Form, 9 1/2 x 13, 4ply, carbonless					
2	Box	Coin envelope, kraft (3x5) 500pcs/box					
10	Cart	Computer Ribbon w/ cartridge LQ300					
300	Pcs	Correction Tape, film base type					
500	Pcs	Envelope, Brown, Expandable, Legal					
1,000	Pcs	Envelope, Brown, Kraft, Legal					
50	Box	Fastener, plastic, vinyl coated, 50pcs/box					
50	Box	Fastener, Metal, 70MM, 50pcs/box					
500	Pcs	Folder, Legal, brown					
500	Pcs	Folder, Lega, white					
50	Bottle	Glue, all-purpose 130g					
150	Bottle	Ink, Epson 003, Black					
80	Bottle	Ink, Epson 003, Cyan					
80	Bottle	Ink, Epson 003, Magenta					
80	Bottle	Ink, Epson 003, Yellow					
30	Bottle	Ink, Epson 664, Black					
2	Bottle	Ink, Epson 673, Cyan (for PIO and IDPS)					
2	Bottle	Ink, Epson 673, Magenta (for PIO and IDPS)					
2	Bottle	Ink, Epson 673, Yellow (for PIO and IDPS)					

2	Bottle	Ink, Epson 673, Black (for PIO and IDPS)					
2	Bottle	Ink, Epson 673, Light Cyan (for PIO and IDPS)					
2	Bottle	Ink, Epson 673, Light Magenta (for PIO and IDPS)					
2	Bottle	Ink, Epson 673, Light Magenta (for PIO and IDPS)					
56	Bottle	Ink, Brother BTD60, black					
28	Bottle	Ink, Brother BT5000, Magenta					
28	Bottle	Ink, Brother BT5000, Cyan					
28	Bottle	Ink, Brother BT5000, Yellow					
150	Book	Logbook, Red/Black cover, 500 pages/book, #80					
60	Pcs	Marker, whiteboard, black, fine					
50	Ream	Newsprint, Long					
50	Ream	Newsprint, short					
40	Box	Paper Clips, Plastic Coated, 33mm					
40	Box	Paper Clips, Plastic Coated, 50mm					
3	Box	Paper, Laid, 500's Cream, Long					
12	Pcs	Philippine National Flag, (3'x5' – cotton)					
50	Pack	Photopaper, A4 (GSM 200) 20's/pack, glossy					
30	Pcs	Sign Pen, black, liquid gel, 1.0mm (hi-tecpoint)					
100	Pcs	Sign Pen, black, liquid gel, 0.5mm					
25	Pcs	Stapler, Standard type					
50	Pad	Sticky Notes, 3 x 4					
60	Roll	Tape, masking, width: 24mm (at least 50 yards/roll)					
60	Roll	Tape, packaging, width: 48mm (at least 50 yards/roll)					
60	Roll	Tape, transparent, width: 24mm (at least 50 yards/roll)					
60	Roll	Tape, transparent, width: 48mm (at least 50 yards/roll)					
		Conditions: Store must be at least within 70km radius of this Penal Farm.					

Total Offered:

FINANCIAL OFFER:

Approved Budget of the Contract (ABC):

**Philippine Peso Five Hundred Sixty-Seven
Thousand Nine Hundred Twenty-Eight and 70/100
Only (PhP 567,928.70)**

In Words:

In Figures:

Signature over Printed Name : _____

Position/Designation : _____

Contact Number/Email Address : _____

Date : _____