



## REQUEST FOR QUOTATION

RFQ No.: **2023-09-001**  
PR No.: **2023-08-0228**

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 EDUCATIONAL MATERIALS AND TOOLS FOR ALL DPPF PRISON CAMPS FOR DPPF-EDUCATION AND TRAINING SECTION SY 2023-2024 with an approved ABC amounting to Philippine Peso TWO HUNDRED NINETY-FOUR THOUSAND ONLY (PhP 294,000.00)** in accordance with Section 52.1b (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 SEPTEMBER 22, 2023 @ 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 <b>PhilGEPS Certificate</b>	
2. Valid and Current <b>Mayor's or Business Permit</b>	In case not yet available, you may submit expired <b>2022</b> (year) Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your <b>2</b> (year) Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment</b> .
3. Duly Notarized <b>Omnibus Sworn Statement</b> (GPPB-Prescribed Form), accompanied with proof of authorization.	For ABC above 500k.
4. Valid and Current <b>Income Business Tax Return</b>	For ABC above 500k.
5. <b>Secretary's Certificate</b> in case of corporation or <b>Special Power of Attorney (SPA)</b> 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](mailto:dppfbac@bucor.gov.ph).

  
**CCINSP DIVINA S CAMIÑA**  
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](mailto: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:

ITEM NO.	QTY	UNIT	ITEM/S DESCRIPTION	State of Compliance		Bidder's Offer		
				YES	NO	Brand Name, Model, and Other Remarks	Unit Price	Total Amount
1	600	pcs	Expandable envelope (long) - BLUE					
2	400	pcs	Expandable envelope (long) - ORANGE					
3	560	pcs	Expandable envelope (long) - BROWN					
4	200	pcs	I.D holder with BLUE sling					
5	200	pcs	I.D holder with BLACK sling					
6	300	pcs	I.D holder with ORANGE sling					
7	100	pcs	I.D holder with BROWN sling					
8	1,950	pcs	Composition Notebook (80 leaves)					
9	2,100	pcs	Ballpen, BLACK					
10	600	pcs	Ballpen, BLUE					
11	900	pcs	Pencil no.2					
12	900	pcs	Folder long WHITE					
13	35	box	Fastener (plastic) 50 sets					
14	150	pcs	Manila paper					
15	1,210	pad	Writing pad - Intermediate					
16	200	pad	Writing pad – Grade 3					
17	300	pad	Writing pad – Grade 2					
18	15	box	Ballpen, RED 12's/box					
19	20	bot	Multi-purpose Glue, 240ml					
20	50	pcs	Whiteboard Marker (BLACK)					
21	15	bot	Whiteboard Marker ink refill BLACK					
22	50	pcs	Pentel pen broad (BLACK)					
23	120	box	Crayon 16's					
24	8	unit	Table top Pencil Sharpener, HEAVY DUTY					
25	100	pck	Photopaper 10's					
26	50	pcs	Ruler Plastic 12"					
27	30	pcs	Class record k-2-12 format					
28	300	pcs	Brown envelope craft (Long)					
29	50	pcs	Record book 500 pages					
30	6	pcs	Glue gun Big					
31	5	units	White Board, 3x6 feet					
32	50	pcs	Stick glue Big					
33	60	pcs	Correction tape, film base					
34	150	reams	Multi-purpose bond paper - Long					

35	10	box	Paper clips 50mm					
36	300	pcs	Certificate Holder (A4)					
37	50	reams	Vellum paper 20's					
								Total Offered:
FINANCIAL OFFER:								
Approved Budget of the Contract (ABC): <b><u>Philippine Peso TWO HUNDRED NINETY-FOUR THOUSAND ONLY (PhP 294,000.00)</u></b>				In Words: _____ _____ In Figures: _____				

Signature over Printed Name : \_\_\_\_\_  
Position/Designation : \_\_\_\_\_  
Contact Number/Email Address : \_\_\_\_\_  
Date : \_\_\_\_\_