



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



**REQUEST FOR QUOTATION**

**SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR THE 4<sup>TH</sup> QUARTER OF 2023 FOR  
 DIFFERENT SPPF OFFICES – 1 LOT**

Date: \_\_\_\_\_

RFQ No: SPPF2023-PR.132

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 **October 16, 2023** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **9:00 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. 132**

Procurement Project					Approved Budget for the Contract (ABC)			
SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR THE 4 <sup>TH</sup> QUARTER OF 2023 FOR DIFFERENT SPPF OFFICES – 1 LOT					Two Hundred Ninety Nine Thousand Five Hundred Ten Pesos (Php. 299,510.00)			
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				
500	PCS	BALL PEN BLACK			Php. 299,510.00			
30	BOX	BINDER CLIP 1''						
30	BOX	BINDER CLIP 1x ¼''						
30	BOX	BINDER CLIP 1x5/8''						
20	BOX	BINDER CLIP 2''						
60	BOX	BOND PAPER A4						
30	BOX	BOND PAPER LEGAL						
20	PCS	CALCULATOR						
50	PCS	CORRECTION TAPE						
10	PCS	EXPANDED ENVELOP LEGAL SIZE (BROWN @100PCS/PACK)						
26	PCS	FLASH DRIVE 16GB						
50	PCS	GLUE						
10	BUNDL E	FOLDER A4 (100PCS/BUNDLE)						
10	BUNDL E	FOLDER A4 (100PCS/BUNDLE)						
150	PCS	LOGBOOK 500 PAGES						
140	PCS	LOGBOOK 300 PAGES						
20	ROLL	MASKING TAPE 2''						
20	BOX	METAL FASTENER (50 PCS/BOX)						
30	BOX	PAPER CLIP 50MM						
30	BOX	PAPER CLIP 33MM						
100	PCS	PENCIL						
20	ROLL	SCOTCH TAPE 2'						
40	BOX	STAPLE WIRE NO. 35						
20	BOX	STAPLE NO. 35						
100	PCS	STICKY NOTE (SIGN HERE)						
50	PACK	TISSUE PAPER (4 ROLLS/PACK)						

**SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR**  
**POSITION/DESIGNATION:** \_\_\_\_\_  
**OFFICE TELEPHONE NO:** \_\_\_\_\_  
**MOBILE PHONE NO./FAX NO.:** \_\_\_\_\_  
**EMAIL ADDRESS/ES:** \_\_\_\_\_