



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



**REQUEST FOR QUOTATION**

**SUPPLY & DELIVERY OF SCHOOL SUPPLIES FOR SY 2023-2024 OF EDUCATION & TRAINING SECTION – 1 LOT**

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

RFQ No: SPPF2023-PR.131

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. 131**

Procurement Project					Approved Budget for the Contract (ABC)			
SUPPLY & DELIVERY OF SCHOOL SUPPLIES FOR SY 2023-2024 OF EDUCATION & TRAINING SECTION – 1 LOT					One Hundred Six Thousand Four Hundred Ninety Seven Pesos (Php. 106,497.00)			
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				
1000	PC	BALLPEN (BLACK) HBW 2000			Php. 106,497.00			
12	PC	PENDEL PEN (POINTED) RED						
12	PC	WHITE BOARD MARKER RED						
24	PC	RULER 24INCH (PLASTIC)						
6	PC	SCISSOR STANDARD (LARGE HEAVY DUTY)						
6	PC	PACKING TAPE (BIG)						
6	PC	MASKING TAPE (BIG)						
6	PC	SCOTCH TAPE 1 INCH						
20	PC	DOUBLE SIDED TAPE (1 INCH) LARGE						
15	PC	CORRECTION TAPE						
50	PC	GLUE 100GMS. TUBE						
50	PC	GLUE STICK BIG						
4	BOX	BOND PAPER “A4” 70 GSM						
2	BOX	BOND PAPER “LEGAL” 70 GSM						
100	PC	EXPANDED ENVELOP LONG						
180	PC	PLASTIC ENVELOP WITH HANDLE ZIPPER						
30	PC	BLACK INK (BT6000-BROTHER)						
200	PC	TSHIRT “ROUND NECK” (40PCS-XXXL/80 PCS-XXL/80PCS-XL) WHITE						
1	PALE	WHITE LATES FLAT						
4	LTR	HANZA YELLOW ACRI-COLOR						
4	LTR	THALO BLUE ACRI-COLOR						
4	LTR	THALO RED ACRI-COLOR						
4	LTR	THALO-GREEN ACRI-COLOR						
4	LTR	LAMP BLACK – ACRI-COLOR						
2	PC	TACKER HEAVY DUTY						
3	BOX	TACKER WIRE						
2	GAL	EMULSION						
30	PC	UMBRELLA (LARGE)						
1	ROLL	RIBBON WHITE						
1	ROLL	RIBBON BLUE						
1	ROLL	RIBBON GREEN						

1	ROLL	RIBBON YELLOW						
50	MTRS	CLOTH CANVASS (WIDTH 59" TYPE B)						
5	PCS	PISTON RING FOR R180 (STANDARD)						
2	PCS	PLUNGER AND BARREL (R180)						
2	PCS	NOZZLE TIP						
2	SET	CONNECTING ROD BEARING (R180)						
3	PCS	CYLINDER HEAD GASKET (R180)						
20	PCS	BOLT AND NUTS 3/8 X 2 (ORDINARY)						
10	PCS	BOLT AND NUTS 3/8 X 1 (ORDINARY)						

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR**

**POSITION/DESIGNATION:** \_\_\_\_\_

**OFFICE TELEPHONE NO:** \_\_\_\_\_

**MOBILE PHONE NO./FAX NO.:** \_\_\_\_\_

**EMAIL ADDRESS/ES:** \_\_\_\_\_