



**REQUEST FOR QUOTATION**

RFQ No.: 2023-10-001  
 PR No.: 2023-09-0238

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 PHOTOCOPIER TONER (TN 217, BLACK) FOR VARIOUS CIW AND DPPF OFFICES WITH FREE USE OF PHOTOCOPIER MACHINE with an approved ABC amounting to Philippine Peso FIFTY-TWO THOUSAND ONLY (PhP 52,000.00)** in accordance with Section 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** Oct. 11, 2023 9:45AM.

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 <u>3</u> (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 <b>500k</b> .  |
| 4. Valid and Current <b>Income Business Tax Return</b>  | For ABC above <b>500k</b> .  |
| 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 AWARDED 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   | 8   | TUBE | PHOTOCOPIER TONER TN 217, BLACK<br><br>NOTE:<br>WITH FREE USE OF PHOTOCOPIER MACHINE<br><br>CONDITION:<br>STORE MUST BE WITHIN 70KM RADIUS OF THIS PENAL FARM |   |    |                                      |            |              |  |
| <b>Total Offered:</b>   |     |      |   |   |    |                                      |            |              |  |
| <b>FINANCIAL OFFER:</b>   |     |      |   |   |    |                                      |            |              |  |
| <b>Approved Budget of the Contract (ABC):</b><br><b><u>Philippine Peso FIFTY-TWO THOUSAND ONLY</u></b><br><b><u>(PhP 52,000.00)</u></b> |     |      |   | <b>In Words:</b><br><hr/> <hr/> <b>In Figures:</b><br><hr/> |    |                                      |            |              |  |

Signature over Printed Name : \_\_\_\_\_

Position/Designation : \_\_\_\_\_

Contact Number/Email Address : \_\_\_\_\_

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