



**BUREAU OF CORRECTIONS
 DAVAO PRISON AND PENAL FARM**
 Braulio E. Dujali, Davao del Norte, 8106



REQUEST FOR QUOTATION

RFQ No.: 2024-02-003
 PR No.: 2024-01-0019

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 OFFICE SUPPLIES FOR 1ST AND 2ND QUARTER OF CY 2024** with an approved ABC amounting to **Philippine Peso FIVE HUNDRED TWENTY-THREE THOUSAND NINE HUNDRED TWENTY ONLY (PhP 523,920.00)** 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 February 7, 2024 @ 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 2023 (year) Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 (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.

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.

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.

7. 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	200 /	PC	BALLPEN, BLACK					
2	330 /	REAM	BOND PAPER, WHITE, A4 (SUBS 20)					
3	330 /	REAM	BOND PAPER, WHITE, LEGAL (SUBS 20)					
4	10 /	PCS	CALCULATOR, COMPACT 14 DIGITS					
5	5 /	BOX	CARBON PAPER, FILM, LEGAL (BLUE)					
6	45 /	BOX	CLIP, BACKFOLD, 25MM (12PCS/BOX)					
7	45 /	BOX	CLIP, BACKFOLD, 51MM (12PCS/BOX)					
8	5 /	BOX	COIN ENVELOPE, # 8 1/2 (BROWN), 500PCS/BOX					
9	3 /	REAM	COLORED BOND PAPER SUBS 20-BLUE A4					
10	2 /	REAM	COLORED BOND PAPER SUBS 20-YELLOW LONG					
11	4 /	CART	COMPUTER RIBBON W/ CARTRIDGE LQ310					
12	4 /	CART	COMPUTER RIBBON W/ CARTRIDGE LX300					
13	15 /	BOX	CONTINUOUS FORM, A4 4PLY CARBONLESS, WHITE					
14	15 /	BOX	CONTINUOUS FORM, 9 1/2 x 13, 4PLY CARBONLESS, WHITE					
15	90 /	PC	CORRECTION TAPE, FILM BASE TYPE					
16	5 /	PC	DOUBLE SIDED TAPE (WHITE - 48MM)					
17	5 /	PC	DUCT TAPE, SILVER 48MM					
18	50 /	PC	ELBA FOLDER, LONG, PORTRAIT					
19	550 /	PC	ENVELOPE, BROWN, EXPANDABLE, LEGAL					
20	550 /	PC	ENVELOPE, BROWN, LEGAL KRAFT					
21	75 /	BOX	FASTENER, PLASTIC (50 PCS/BOX)					
22	15 /	BOX	FASTENER, PLASTIC, LONG (50 PCS/BOX)					
23	10 /	PACK	FILE TAB DIVIDER, LEGAL					
24	400 /	PC	FOLDER, LONG, BROWN					
25	400 /	PC	FOLDER, LONG, WHITE					
26	210 /	PC	FOLDER, EXPANDABLE, LONG (GREEN)					
27	55 /	PC	GLUE, BIG					
28	2 /	BOTTLE	INK, WHITEBOARD MARKER REFILL, BLUE					
29	5 /	BOX	LINEN PAPER, LEGAL (CREAM), 500's					

30	3	/	BOX	LAI D PAPER, LEGAL, CREAM, 500's					
31	150	/	BOOK	LOGBOOK, 500 PAGES (RED & BLACK COVER)					
32	70	/	PC	MARKER, FLOURESCENT					
33	75	/	PC	MARKER, WHITEBOARD, BLACK, FINE					
34	98	/	PC	MARKER, PERMANENT, BLACK, BROAD					
35	115	/	PC	MARKER, PERMANENT, BLACK, FINE					
36	75	/	BOX	PAPER CLIPS, PLASTIC COATED 33MM					
37	65	/	BOX	PAPER CLIPS, PLASTIC COATED 50MM					
38	21	/	BOX	PENCIL, LEAD, WITH ERASER #2					
39	25	/	PC	PHILIPPINE NATIONAL FLAG, COTTON (3'x5')					
40	50	/	PACK	PHOTOPAPER, A4, GLOSSY					
41	25	/	PC	PUNCHER PAPER, 2 HOLE (HEAVY DUTY)					
42	5	/	BOX	RUBBER BOND, BIG 350G, #18					
43	5	/	BOX	RUBBER BOND, SMALL					
44	35	/	PAIR	SCISSORS, 8" (HEAVY DUTY)					
45	100	/	PC	SIGN PEN, BLACK, LIQUIDGEL, .5					
46	25	/	BOX	STAPLE WIRE #35					
47	25	/	PC	STAPLER WITH REMOVER					
48	40	/	PAD	STICKY NOTE 3x4, ASSORTED COLOR					
49	40	/	PAD	TABBING/SIGN HERE STICKERS (ASSORTED COLORS)					
50	30	/	ROLL	TAPE, PACKING 48MM					
51	68	/	ROLL	TAPE, TRANSPARENT 24MM					
52	65	/	ROLL	TAPE, TRANSPARENT 48MM					
53	63	/	ROLL	TAPE, MASKING 24MM					
54	59	/	ROLL	TAPE, MASKING 48MM					
55	30	/	PC	USB FLASH DRIVE, 64GB					
56	180	/	BOTTLE	INK, EPSON 3110 (BLACK)					
57	40	/	BOTTLE	INK, EPSON 3110 (CYAN)					
58	40	/	BOTTLE	INK, EPSON 3110 (MAGENTA)					
59	40	/	BOTTLE	INK, EPSON 3110 (YELLOW)					
60	35	/	BOTTLE	INK, BROTHER, BLACK BTD60					
61	30	/	BOTTLE	INK, BROTHER, CYAN BT5000					
62	30	/	BOTTLE	INK, BROTHER, MAGENTA BT5000					
63	30	/	BOTTLE	INK, BROTHER, YELLOW BT5000					
64	5	/	BOTTLE	INK, EPSON, 673 BLACK					
65	1	/	BOTTLE	INK, EPSON, 673 CYAN					
66	1	/	BOTTLE	INK, EPSON, 673 LIGHT CYAN					
67	1	/	BOTTLE	INK, EPSON, 673 LIGHT MAGENTA					
68	1	/	BOTTLE	INK, EPSON, 673 MAGENTA					
69	1	/	BOTTLE	INK, EPSON, 673 YELLOW					

Total Offered:

FINANCIAL OFFER:

Approved Budget of the Contract (ABC):

**Philippine Peso FIVE HUNDRED TWENTY-THREE
THOUSAND NINE HUNDRED TWENTY ONLY (PhP
523,920.00) /**

In Words:

In Figures:

Signature over Printed Name : _____

Position/Designation : _____

Contact Number/Email Address : _____

Date : _____