



Republic of the Philippines  
Department of Justice  
**BUREAU OF CORRECTIONS**  
City of Muntinlupa



**REQUEST FOR QUOTATION #2024-032**  
**Supply and Delivery of Various Office Supplies for BuCor Offices**  
**(Shopping- Sec. 52.1b)**  
**Php 999,995.25**

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

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

TIN No.: \_\_\_\_\_

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 may quote for all the items.
- c.) Price quotation/s must be valid for a period of *One Hundred Twenty (120) calendar days* from the date of submission.
- d.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (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.) The item/s shall be delivered within **Fifteen (15) calendar days** from receipt of approved purchase order.
- i.) The BuCor shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor 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 indicating supplier's name and name of project.
- l.) Submission thru e-mail and fax quotation **will be** allowed/accepted.

**REQUIREMENTS TO BE SUBMITTED**

m.) Valid and Current PhilGeps Registration Number

n.) Valid and Current Mayor's/Business Permit

Note:

*Allow PEs to accept the expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract under GPPB Resoution No. 05-2020 Approving the Acceptance of an Expired Mayor's Permit with Offciial Receipt for yhe Renewal Application.*

**NOTE:**

**BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE**

\_\_\_\_\_  
Signature over Printed Name of  
Sole Proprietor /Authorized Representative

Submit your sealed quotation duly signed by you or your duly authorized representative not later than **March 25, 2024** at the BAC Office, Bureau of Corrections at 9:00am. Late submission of bids shall be rejected. For further information, you can call the BAC Secretariat c/o MARIA ADORACION I. VINAS at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 8809-8587/8478-0907 from 8:00 am to 5:00pm or email at bacsec2022@gmail.com, Monday to Friday

  
**C/CSUPT CELSO S BRAVO**  
Chairperson, Bids and Awards Committee

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 RFQ 2024-032**

**Project: Supply and Delivery of Various Office Supplies for BuCor Offices  
(Shopping- Sec. 52.1 b)**

**ABC: ₱ 999,995.25**

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)	Unit Price	Offered Quotation	Approved Budget for Contract	Offered Quotation
15,000	pc	BALLPEN, ballpoint pen (BLACK), 0.5		6.90		103,500.00	
5,000	pc	BALLPEN, ballpoint pen (BLUE), 0.5		6.90		34,500.00	
100	pc	BROOM, Stick (TING-TING)		28.75		2,875.00	
100	pc	BROOM, Soft (TAMBO)		230.00		23,000.00	
300	pc	CORRECTION TAPE, 8M x 5mm		28.75		8,625.00	
100	pc	DATA FILE BOX, made of chipboard, with closed ends, LEGAL		80.50		8,050.00	
100	pc	DATA FOLDER, made of chipboard, taglia lock, LEGAL		178.25		17,825.00	
100	Box	FASTENER, Metal		97.75		9,775.00	
50	Pack	FLASHDRIVE, 32GB		356.50		17,825.00	
50	Jar	GLUE, All purpose		74.75		3,737.50	
237	Can	INSECTICIDE, aerosol, 500ml (min)		300.00		71,100.00	
100	Set	MARKER, FLUORESCENT (3pcs per set)		34.50		3,450.00	
100	Pc	MARKER, PERMANENT, BLACK		17.25		1,725.00	
100	Pc	MARKER, PERMANENT, BLUE		17.25		1,725.00	
100	Pc	MARKER, WHITEBOARD, BLACK		27.60		2,760.00	
100	Pc	MARKER, WHITEBOARD, BLUE		27.60		2,760.00	
100	Pad	NOTEPAD, stick on, 50mm x 76mm (2" x 3")		40.25		4,025.00	
100	Pad	NOTEPAD, stick on, 76mm x 76mm (3" x 3")		54.05		5,405.00	
100	Pad	NOTEPAD, stick on, 76mm x 100mm (3" x 4")		63.25		6,325.00	
1,500	Ream	PAPER, MULTICOPY, 80gsm, A4		241.50		362,250.00	
850	Ream	PAPER, MULTICOPY, 80gsm, LEGAL		276.00		234,600.00	
50	Box	PENCIL, lead w/ eraser, wood		138.00		6,900.00	
200	bundle	RAGS, all cotton, 32pcs per bundle		70.15		14,030.00	

71	Book	RECORD BOOK, 300pages		230.00		16,330.00	
60	Book	RECORD BOOK, 500pages		264.50		15,870.00	
51	Pcs	SIGN HERE Sticker		40.25		2,052.75	
50	Pcs	STAMP PAD, Felt		69.00		3,450.00	
100	Box	STAPLE REMOVER, plier type, stainless		57.50		5,750.00	
100	Box	STAPLE WIRE, standard		51.75		5,175.00	
50	Roll	TWINE, Plastic		92.00		4,600.00	
		<i>xxxNothing Followsxxx</i>					
					<b>Total</b>	<b>999,995.25</b>	

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: \_\_\_\_\_

CELLPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COMPANY LETTERHEAD  
Supply and Delivery of Various Office Supplies for BuCor Offices  
Shopping- Sec. 52.1 (b)

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

*If a sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *Select one, delete the other:*

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Supply and Delivery of Various Office Supplies for BuCor Offices**, as shown in the attached *duly notarized Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Supply and Delivery of Various Office Supplies for BuCor Offices**, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting ;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Supply and Delivery of Various Office Supplies for BuCor Offices**
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_