



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



**REQUEST FOR QUOTATION**

RFQ No.: 2024-03-030  
 PR No.: 2024-03-0072

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 VARIOUS OFFICE EQUIPMENT FOR DPPF AND CIW-MINDANAO VARIOUS OFFICES/UNIT** with an approved ABC amounting to **PHILIPPINE PESO SIX HUNDRED SIXTY-TWO THOUSAND THREE HUNDRED FIFTY-FIVE ONLY (PHP 662,355.00)** in accordance with 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 MARCH 25, 2024 @ 9:45 A.M.**

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 <b>2023</b> (year) Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your <b>2024</b> (year) Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment.</b>
3. Duly Notarized Omnibus Sworn Statement (GPPB-Prescribed Form), accompanied with proof of authorization.	For ABC above <b>500k.</b>
4. Valid and Current Income Business Tax Return	For ABC above <b>500k.</b>
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](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.



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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.	UNIT	ITEM/S DESCRIPTION	QTY	State of Compliance		Bidder's Offer		
				YES	NO	Brand Name, Model, and Other Remarks	Unit Price	Total Amount
1.	Units	<b>STAND FAN, PLASTIC BLADE, 16"</b> Rotary, 3 speed control	5					
2.	Units	<b>OFFICE TABLE – 50L x 100W x 75H(cm)</b> , 1 center drawer and 3 side drawers, material used: MDF board, color: beech	35					
3.	Units	<b>MONOBLOCK CHAIR – Back Rest HT 780mm</b> Front Legs Distance 355mm Seat HT 375mm Seat Length 355mm Side Legs Distance 365mm Seat Width 370mm Gross Weight 2.28kg Color: beige	140					
4.	Pcs	<b>FOLDABLE LONG TABLE, 6FT. COLOR: GRAY</b> , High-density polyethylene table top, powder-coated steel frame, UV protected, weather resistant, table measure: 182 x 76cm, stands 74cm high	12					
5.	Units	<b>SWIVEL CHAIR, R300MM NYLON BASE, PP ARMREST, COVER W/ MESH FABRIC, 5CM FOAM, BUTTERFLY MECHANISM, SEAT SIZE: W47*D49CM, BACK SIZE: W46*H46CM, SEAT HEIGHT: 42-54CM, COLOR: BLACK</b>	50					
6.	Units	<b>EXECUTIVE CHAIR</b> - Synthetic leather - Dimension: L24" x W21" x H43.5 - 360 degrees swivel function - Tilt lock function - 5 prong chrome strong heavy duty nylon casters - Maximum user weight capacity: 100kg - Color: black	20					



7.	Pcs	<b>WALL CLOCK, 12" HEAVY DUTY</b> - Aluminum Frame - 29.5cm x 4.3cm x 29.5cm - Weight: 0.70kg	5					
8.	Units	<b>WATER DISPENSER (heavy duty)</b> - Free standing water dispenser, Hot & Cold, compressor Type Cooling w/ mini storage cabinet, 420w l (L12" W12" H-34.5")	5					
		<b>Conditions:</b> - Brand offered should have been in the Philippine Market for the past 15 years w/ refutable track record. - Store must be within 100km radius of this Penal Farm.						
<b>Total Offered:</b>								
<b>FINANCIAL OFFER:</b>								
Approved Budget of the Contract (ABC): <b><u>PHILIPPINE PESO SIX HUNDRED SIXTY-TWO THOUSAND THREE HUNDRED FIFTY-FIVE ONLY</u></b> <b><u>(PHP 662,355.00)</u></b>						<b>In Words:</b> <hr/> <hr/> <b>In Figures:</b> <hr/> <hr/>		

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

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

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

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

