

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



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF MATERIALS FOR OFFICE SUPPLIES FOR THE 2ND QUARTER OF 2024

Date: ____

RFQ No: <u>SPPF2024-PR.031</u>

Name of Company:	
Address:	
Name of Store/Shop:	
Address:	
Business Permit 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.
- 1.) 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 **April 22, 2024**, at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **9:00** <u>A.M.</u> Late submission of bids shall be rejected.

CI ROLANDO P CEDEÑO **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 #SPPF2024-PR. 031

REQUEST FOR QUOTATIO Procurement Project						ION #SPPF2024-PR. 031 Approved Budget for the Contract				
	SUPPLY AND DELIVERY OF MATERIALS FOR O					(ABC)				
CUI										
501										
	SUPPLIES FOR THE 2 ND QUARTER OF 2024									
	Compliance					(PHP. 294,755.00) Approved Budget of Offered Offered TOTAI				
QTY	UNIT	DESCRIPTION	to	the		ontract	Quotatio	Quotatio	Offered	
V 11			Technical specifications			C)/Lot	n Per Unit	n Per <u>Unit</u> X <u>Quantity</u>	Quotation/ Lot	
			(Please		Ì					
			check) YES NO							
1000	PCS	BALL PEN BLACK	1123	NO						
70	BOX	BOND PAPER A4			-				-	
50	BOX	BOND PAPER LEGAL			PHP. 29	94,755.00			-	
100	PCS	CORRECTION TAPE				.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			-	
30	PCS	FLASH DRIVE 16GB			-				-	
50	PCS	GLUE			-				-	
24	PCS	SIGNPEN BLACK			-				1	
<i>∠</i> -r	BUNDLE	FOLDER LEGAL			-				-	
		WHITE (100								
10		PCS/BUNDLE)								
100	PCS	LOGBOOK 500 PAGES								
100	PCS	LOGBOOK 300 PAGES								
30	BOX	PLASTIC FASTENER								
	BOX	WHITE BOARD								
10		MARKER BLACK								
100	PCS	PENCIL								
	PCS									
60		DATA FILE BOX								
50	BOX	STAPLE WIRE NO.35			-					
15	BOX	STPALE NO.35								
	PAD	STICKY NOTE (SIGN								
100		HERE)								
	PACK	TISSUE PAPER (4								
60		ROLL/PACK)								
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