



**BUREAU OF CORRECTIONS
DAVAO PRISON AND PENAL FARM**

Braulio E. Dujali, Davao del Norte, 8106



REQUEST FOR QUOTATION

RFQ No.: 2024-04-044
PR No.: 2024-03-0083

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 DOCUMENT SCANNERS** with an approved ABC amounting to **PHILIPPINE PESO TWO HUNDRED THOUSAND ONLY (PHP 200,000.00)** 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** APRIL 15, 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 50k .
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.

CCINSE 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.
- Price quotation/s must be valid for a period of sixty (60) calendar days from the deadline of submission.
- Price quotation/s, to be denominated in the Philippine peso, shall include all taxes, duties, and/or levies payable.



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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
	Set	SCANNER: Specifications: ✓ Scanning speed of up to 35 ppm / 70 ipm ✓ Automatic document feeder (ADF) of up to 50 sheets ✓ One-pass duplex scanning ✓ Min Document size: 50.8 x 50.8 mm ✓ Max Document size: 215.9 x 6096 mm ✓ Output Resolution: 50 – 1,200 dpi (1 dpi increments) Note: store must have 24 hours response on any concern and must be 100km radius of this penal farm:	5					
Total Offered:								
FINANCIAL OFFER:								
Approved Budget of the Contract (ABC): <u>PHILIPPINE PESO TWO HUNDRED THOUSAND ONLY</u> <u>(PHP 200,000.00)</u>				In Words: _____ _____ In Figures: _____ _____				

Signature over Printed Name : _____

Position/Designation : _____

Contact Number/Email Address : _____

Date : _____

