

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 3RD **QUARTER OF 2024**

	Date:			
	RFQ No: SPPF2024-PR.045			
Name of Company:				
Address:				
Name of Store/Shop:				
Address:				
Business Permit No.:				
TIN 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.**
- 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.
- Quotation exceeding the Approved Budget for the Contract shall be rejected. e.)
- 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.
- All items shall be delivered within thirty (30) calendar days from the receipt of approved Notice to proceed (NTP).
- The BuCor-SPPF shall have the right to inspect and/or to test the goods to confirm its conformity to the technical specifications.
- 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.
- 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

- Certified True copy of Valid & Current Mayor's/Business Permit
 - a. Valid & Current Mayors Permit
 - b. Valid & Current Business Permit.
- Certified True copy of Valid & Current PhilGEPS Registration Number
- Bidders who are registered in BuCor-SPPF Suppliers Registry with updated record need not to submit the aforementioned requirements.

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 JULY 8, 2024 at the BAC Office, Bureau of Corrections - Sablayan Prison and Penal Farm at 9:00 A.M. Late submission of bids shall be rejected...

> CCINSP DIOMEDES D DADOR JR BAC Chairperson

REQUEST FOR QUOTATION #SPPF2024-PR. 045									
Procurement Project					Approved Budget for the Contract (ABC)				
Si	SUPPLY AND DELIVERY OF MATERIALS FOR OFFICE SUPPLIES FOR THE 3 RD QUARTER OF 2024					Three Hundred Thirty-Two Thousand Seven Hundred Pesos (PHP 332,700.00)			
QT Y	UNIT	DESCRIPTION	Complian ce to the Technical specificati ons (Please check)		the C	ed Budget of Contract BC)/Lot	Offered Quotatio n Per Unit	Offered Quotatio n Per <u>Unit X</u> Quantity	TOTAL Offered Quotatio n/Lot
			YE S	NO					
75	BOX	BOND PAPER A4							
65	BOX	BOND PAPER LEGAL							
100	PCS	CORRECTION TAPE							
20	PCS	FLASH DRIVE 16GB			PHP 33	2,700.00			
1.0	DINDIE	FOLDER A4 WHITE							
10	BUNDLE BOX	(100PCS/BUNDLE)							
30 100	PCS	PAPER CLIP 50MM LOGBOOK 300 PAGES							
100	BOT	INK BLACK							
50	BOT	INK BLACK INK YELLOW							
50	BOT	INK CYAN							
50	BOT	INK MAGENTA							
30	PACK	HIGHLIGHTER (STABILO) 4 PCS							
30	ROLL	SCOTCH TAPE 2"							
10	BUNDLE	FOLDER LONG (100PCS/BUNDLE)							
50	PCS	DATA FILE BOX							
100	PCS	LOOSE LEAF							
15	BOX	STAPLER NO. 35							
30	BOX	PAPER CLIP 33MM							
80	PACK	TISSUE PAPER (4ROLLS/PACK)	1	ļ					
10	BOX	EXPANDED ENVELOP (100PCS/PACK)							
20	ROLL	DOUBLE SIDED TAPE 1"	1						
30	BOX	BINDER CLIP 1"	1	ļ					
30	BOX	BINDER CLIP 2"	-						
30	BOX	BINDER CLIP 15/8	₩						
6	BOX	TABLETOP PENCIL SHARPENER	+						
			1						
			-				1		

SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE P	PROPRIETOR
POSITION/DESIGNATION:	
OFFICE TELEPHONE NO:	
MOBILE PHONE NO./FAX NO.:	
EMAIL ADDRESS/ES:	