

BUREAU OF CORRECTIONS DAVAO PRISON AND PENAL FARM

Braulio E. Dujali, Davao del Norte, 8106



REQUEST FOR QUOTATION

	RFQ No.: <u>2024~ 08~ (779</u> Date :
Name of Company/Shop/Store Name of Authorized Representative Contact Number	

 The BuCor-Davao Prison and Penal Farm (DPPF) through its Bids and Awards Committee (BAC) invites interested bidders to submit a quotation/proposal with the Approved Budget for the Contract (ABC) in the amount of PHILIPPINE PESO FOUR HUNDRED THOUSAND TWENTY ONLY (PHP 400,020.00) inclusive of applicable tax for the procurement of the item below:

PR Number	Item Description
2024-08-0228	SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR 3 RD AND 4 TH
	QUARTER FY 2024

- 2. Procurement shall be conducted under **Section 52.1b Shopping b** as prescribed under Rule XVI- Alternative Methods of Procurement of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".
- 3. The quotation must be duly signed by the bidder and must be submitted at the BAC Office, Administrative Building, Davao Prison and Penal Farm, B.E Dujali, Davao del Norte or by email at dppfbac@bucor.gov.ph. The quotations shall be received not later than \tag{70.60 \text{ST} 20, 2024 \(Q \) \(\frac{200 PM}{200 PM} \).
- 4. The bidder must **submit a copy** of the following documents, **together with the proposal**, to ensure that the said bidder is technically, legally, and financially capable to undertake the proposed project:
 - Valid and current Mayor's/Business Permit;
 - PhilGEPS Registration Number to be indicated in RFQ Form;
 - Duly Notarized Omnibus Sworn Statement (for ABC above 50,000.00)
 - Valid and Current Income Business Tax Return (for ABC above 500,000.00)
- 5. **DPPF** reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DPPF further reserves the right to reject all proposals, or declare a failure of small value procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its Implementing Rules and Regulations.
- 6. For any clarification, you may contact Ms Julie Joy B Divinagracia, Head, BAC Secretariat at telephone no. 0917-102-9495 or email at dppfbac@bucor.gov.ph.



TERMS AND CONDITIONS

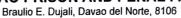
- 1. Bidders shall provide the correct and accurate information required in this form.
- 2. Payment Term:
- 3. Price proposal must be valid for the period of thirty (30) calendar days from the date of submission.
- 4. Price proposal to be denominated in Philippine Peso (PhP), include all taxes and duties and/or levies payable.
- 5. Proposals exceeding the ABC per lot shall be automatically rejected.
- 6. The award of the contract shall be made to the lowest calculated and responsive proposal per lot, which complies with the minimum technical specifications and other terms and conditions stated herein.
- 7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by the bidder or any of his/her duly authorized representative/s.
- 8. 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. 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 and remedies open.







BUREAU OF CORRECTIONS DAVAO PRISON AND PENAL FARM





DEO FORM

		RFQF	OKW					
Date: _								
DAVA	O PRIS	Awards Committee ON AND PENAL FARM li, Davao del Norte, 8106						
Sir/Ma		refully read and accepted the project requiremen	its, I/we si	ubmit o	our pro	posal for the	e item as fo	llows:
				State of		Bidder's Offer		
ITEM NO.	UNIT	ITEM/S DESCRIPTION	QTY	Comp	NO NO	Brand Name, Model, and Other Remarks	Unit Price	Total Amount
1.	Pcs	Ballpen, Black	550			14,112,12		
2.	Book	Logbook, 500 Pages (Red & Black Cover)	100					
3.	Вох	Continuous Form, Long, Carbonless, 4 Ply (White)	8					
4.	Вох	Continuous Form, A4, Carbonless, 4 Ply (White)	5					
5.	Вох	Continuous Form, Short, Carbonless, 4 Ply, (White)	2					
6.	Bottle	Ink, Epson 003 (Black)	50					
7.	Bottle	Ink, Epson 003 (Cyan)	20					
8.	Bottle	Ink, Epson 003 (Magenta)	20					
9.	Bottle	Ink, Epson 003 (Yellow)	20					
10.	Bottle	Ink, Brother, Black BTD50	28					
11.	Bottle	Ink, Brother, Cyan BT5000	28					
12.	Bottle	Ink, Brother, Magenta, BT5000	28					
13.	Bottle	Ink, Brother, Yellow, BT5000	28					
14.	Ream	Newsprint, Long	30					
15.	$Ream^{\upsilon}$	Newsprint, Short	600	-				
16.	Ream	Paper, Multipurpose, 70 GSM (Min.) Legal	550	-				
17.	Ream	Paper, Multipurpose, 70 GSM (Min.), A4	330					30000
						Total	Offered:	
Appr P	HILIPP	get of the Contract (ABC): INE PESO FOUR HUNDRED THOUSAND IWENTY ONLY (PHP 400,020.00)	Cont	ract Pe	riod:	30 DA	YS	
(Total) The abovery tr Signatu Printed Date Compa	Amount of ove-quoted uly yours, are Name 1	:						
TIN	:							

¹ Authorized Representative must submit a Secretary's Certificate for Corporation or Special Power of Attorney for Sole Proprietorship or Partnership stating s/he is authorized to sign, execute, deliver, all documents and amendments thereto, including but not limited to forms, statements, undertakings, declarations, and estimates necessary or relating to the Company's participation in the Project. Moreover, receive any and all notices, communication and information pertaining to the Project; and execute and perform any and all acts necessary or appropriate to submit the bid and participate in the Project, and to sign and execute the ensuing contract for the Project. Likewise, to discourage middleman, the authorized representative has to show proof of employment to the company s/he is representing for at least three (3) years.\



