



REQUEST FOR QUOTATION

RFQ No.: 2024-08-072
 Date : _____

Name of Company/Shop/Store : _____
 Name of Authorized Representative : _____
 Contact Number : _____

1. 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 ONE HUNDRED TWENTY-SEVEN THOUSAND ONLY (PHP 127,000.00)** inclusive of applicable tax for the procurement of the item below:

PR Number	Item Description
2024-08-0230	SUPPLY AND DELIVERY OF VARIOUS TONERS WITH FREE USE OF PHOTOCOPIER MACHINES FOR DPPF AND CIW-MINDANAO OFFICES

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 AUGUST 30, 2024 @ 2:00 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.

CCINSP DIVINA S CAMIÑA
BAC Chairperson

TERMS AND CONDITIONS

- Bidders shall provide the **correct and accurate information** required in this form.
- Payment Term: _____
- Price proposal must be valid for the period of **thirty (30) calendar days** from the date of submission.
- Price proposal to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
- Proposals exceeding the ABC per lot shall be automatically rejected.
- 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.
- 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.
- 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.





RFQ FORM

Date: _____

The Bids and Awards Committee
DAVAO PRISON AND PENAL FARM
 Braulio E. Dujali, Davao del Norte, 8106

Sir/Madam:

After having carefully read and accepted the project requirements, I/we submit our proposal for the item 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.	Tube	Photocopier Toner, TN217, Black	12					
2.	Cart	Photocopier Toner, TN216, Black	1					
3.	Cart	Photocopier Toner, TN216, Cyan	1					
4.	Cart	Photocopier Toner, TN216, Magenta	1					
5.	Cart	Photocopier Toner, TN216, Yellow	1					
Specifications:								
Photocopier Machine Colored Unit Specification:								
<ul style="list-style-type: none"> • Colored Printing • Colored Scanning • 25 Copies per minute 								
Photocopier Machine Black/Monochrome Unit Specification:								
<ul style="list-style-type: none"> • Black Printing • Colored Scanning • 22 Copies per minute 								
Common Unit Specifications:								
<ul style="list-style-type: none"> • Copier/Printer/Scanner • USB/LAN Port • Automatic Sorting • 25%-400% (reducer/enlarger) • Automatic Document Feeder • Supports Letter/Legal/A4/A3 Paper Sizes • Automatic Back-to-Back • Multiple Trays w/ Bypass • Touch screen Control Panel • 220v AC / 60hz Power Requirements • Supports Win 7 & Higher OS • 1-999 Copies (Continued Copying) • Must comply w/ Energy Star Reqts 								
NOTE: THE FOLLOWING CONDITIONS SHOULD BE SATISFIED.								
<ul style="list-style-type: none"> • Free use of photocopier machines • Free regular monthly visit • Free installation and LAN cable • Free transportation fee for the technicians • Free Network Configuration • 72hrs lead time for unit replacements • Free delivery and lifetime free services • Free Preventive Maintenance in every unit • 48hrs lead time for repairs • Free training for machine operators • On Call Service Technicians • Replacement of defective parts should be within 48 hours and shall be free of charge. And Availability and delivery of service 								





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



unit after 72 hours in the event of machine breakdown, with the same machine specifications. • Product offered should have been in the Philippine Market for the past 10 years with durable quality. • Store is within 70km radius from Davao Prison and Penal Farm					
	Total Offered:				

Approved Budget of the Contract (ABC): PHILIPPINE PESO ONE HUNDRED TWENTY-SEVEN THOUSAND ONLY (PHP 127,000.00)	Contract Period: 30 DAYS
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Signature over Printed Name : _____
 (Total) Amount offered in Words and Figures: _____
 The above-quoted price is **inclusive of all costs and applicable taxes.**

Very truly yours,

Signature : _____
 Printed Name¹ : _____
 Date : _____
 Company Name : _____
 Contact Number : _____
 PHILGEPS Registration Number : _____
 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.\)

