



## REQUEST FOR QUOTATION

RFQ No.: 2024-10-0914  
 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 SEVEN HUNDRED SEVENTY-FOUR THOUSAND EIGHT HUNDRED NINETY ONLY (PHP 774,890.00)** inclusive of applicable tax for the procurement of the item below:

PR Number	Item Description
<b>2024-10-0259</b>	<b>SUPPLY AND DELIVERY OF VARIOUS IT EQUIPMENT FOR PDPS USE</b>

2. Procurement shall be conducted through **Shopping b** under Section 52.1b 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](mailto:dppfbac@bucor.gov.ph)**. **The quotations shall be received not later than oct 30, 2024 @ 9:45 AM**.
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](mailto: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.	<b>Set</b>	<b>Desktop Computer</b> LCD Monitor (20" up 1080p resolution) High End Processor 256GB SSD (for OS) 1TB HDD (for files storage) 8GB RAM	<b>17</b>					
2.	<b>PC</b>	<b>Inject Printers</b> Max. Resolution: 720x720dpi Number of trays:1 Up to 50 sheets of plain paper Paper Size: A4, Letter, Legal (8.5"x14") Compatible with windows OS	<b>8</b>					
3.	<b>PC</b>	<b>Inkjet Printers</b> Print, copy and scan A3 Printing High-Capacity Ink tanks:7500 black,6000 CMY Max. Resolution: 4800 x 1200 dpi Automatic Document Feeding (35 sheets) Compatible with Windows and MAC OS	<b>2</b>					
4.	<b>PC</b>	<b>High Speed Scanner</b> Type: Sheetfed Sending features: Scan to PC, Scan to USB Scan Resolution: up to 600dpi Scan size: up to legal Document Feeder Capacity: 50 sheets Duplex Scanning Single-pass duplex Scan Format: PDF, JPEG, PNG Color Scanning	<b>2</b>					
5.	<b>PC</b>	<b>Dot Matrix Printer</b> Pins: 9 Type: A3 Paper Handling: Cut sheets/Continuous Paper/Envelope/Label/Card/Roll Paper	<b>1</b>					







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

Braulio E. Dujali, Davao del Norte, 8106



	<i>Bi-directional printing with logic seeking</i> <i>Printing Method: Impact dot matrix</i>  <i>Note:</i> <i>Store must be 100km radius from the Penal Farm</i>							
								<b>Total Offered:</b>

<b>Approved Budget of the Contract (ABC):</b> <b>PHILIPPINE PESO SEVEN HUNDRED SEVENTY-FOUR THOUSAND EIGHT HUNDRED NINETY ONLY (PHP 774,890.00)</b>	<b>Contract Period:</b> <b>15 DAYS</b>
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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 Name<sup>1</sup> : \_\_\_\_\_  
  
 Date : \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 PHILGEPS Registration Number : \_\_\_\_\_  
 TIN : \_\_\_\_\_

<sup>1</sup> 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.\

