



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

Braulio E. Dujali, Davao del Norte, 8106



**REQUEST FOR QUOTATION**

RFQ No.: 2025-01-002  
 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 FIVE HUNDRED SEVENTY-THOUSAND THREE HUNDRED FIFTY ONLY (PHP 570,350.00)** inclusive of applicable tax for the procurement of the item below:

PR Number	Item Description
<b>2025-01-0004</b>	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTER FOR FY 2025</b>

2. Procurement shall be conducted through **SHOPPING B** under **Section 52.1 b - Negotiated Procurement** 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 JANUARY 22, 2025 @ 9:45AM.*
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).

  
**CSUPT 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.





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**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.	PCS	BALLPEN, CAP TYPE, 0.5MM, BLACK	1,000					
2.	BOOK	LOGBOOK, 500 PAGES (RED & BLACK COVER)	300					
3.	BOX	CONTINUOUS FORM, LONG, CARBONLESS, 4 PLY (WHITE)	10					
4.	BOX	CONTINUOUS FORM, SHORT, CARBONLESS, 4 PLY (WHITE)	10					
5.	BOX	CLIP, BACKFOLD 51MM, 12PCS/BOX	50					
6.	BOX	CLIP, PAPER, PLASTIC COATED 50MM	50					
7.	BOTTLE	GLUE, ALL PURPOSE, 130G	50					
8.	BOTTLE	INK, EPSON 003 (BLACK)	100					
9.	BOTTLE	INK, EPSON 003 (CYAN)	25					
10.	BOTTLE	INK, EPSON 003 (MAGENTA)	25					
11.	BOTTLE	INK, EPSON 003 (YELLOW)	25					
12.	BOTTLE	INK, EPSON 664 (BLACK)	10					
13.	BOTTLE	INK, EPSON 664 (CYAN)	6					
14.	BOTTLE	INK, EPSON 664 (MAGENTA)	6					
15.	BOTTLE	INK, EPSON 664 (YELLOW)	6					
16.	BOTTLE	INK, BROTHER, BLACK BTD60	70					
17.	BOTTLE	INK, BROTHER, CYAN BT5000	30					
18.	BOTTLE	INK, BROTHER, MAGENTA, BT5000	30					
19.	BOTTLE	INK, BROTHER, YELLOW, BT5000	30					
20.	BOX	LAID PAPER, LEGAL, CREAM, 500's	3					
21.	PCS	MARKER, PERMANENT, FINE	50					
22.	PCS	MARKER, WHITEBOARD, FINE	50					
23.	REAM	NEWSPRINT, LONG	80					
24.	REAM	NEWSPRINT, SHORT	50					
25.	REAM	PAPER, MULTIPURPOSE, 70 GSM (MIN.), LEGAL	800					
26.	PCS	PHILIPPINE NATIONAL FLAG, COTTON, 3x5	25					
27.	PCS	SIGN PEN, BLACK, LIQUIDGEL .5	100					
28.	PCS	STAPLER WITH REMOVER, NO. 35, HD	30					
29.	BOX	STAPLE WIRE, 23/13	10					
30.	PAD	TABBING, SIGN HERE STICKERS (ASSORTED COLORS)	15					

**NOTE: STORE MUST BE WITHIN 70KM. RADIUS FROM THIS PENAL FARM**

**Total Offered:**

**Approved Budget of the Contract (ABC):**

**PHILIPPINE PESO FIVE HUNDRED SEVENTY-  
 THOUSAND THREE HUNDRED FIFTY ONLY  
 (PHP 570,350.00)**

**Contract Period:**

**15 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 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.

