



**BUREAU OF CORRECTIONS  
IWAHIG PRISON AND PENAL FARM**  
Iwahig, 5301 Puerto Princesa City  
Palawan



**REQUEST FOR QUOTATION 022-2025**

**Date:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Store/Shop:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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.) Procurement is by lot, Bidders shall quote in lot.
- c.) Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
- d.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (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.
- h.) The item/s shall be delivered within **thirty (30) calendar days** from receipt of approved purchase order.
- i.) The IP&PF shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- j.) 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. The IP&PF 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.
- l.) Payments to bidders will be coursed through their Land bank accounts.

**REQUIREMENTS TO BE SUBMITTED**

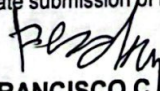
- a.) **Certified True Copy of Valid & Current Tax Clearance**
- b.) **Certified True Copy of Valid & Current Business License**
  - m.1. **DTI/SEC Registration**
  - m.2. **Valid & Current Mayors Permit**
- c.) **Certified True Copy of Valid & Current PhilGEPS Registration**
- d.) **Bidders who are registered in the IP&PF Suppliers Registry need not to submit the aforementioned requirements**

**NOTE:**

**BIDDERS STATEMENT OF COMPLIANCE ON THE TERMS & CONDITIONS AND REQUIREMENTS AS STATED ABOVE**

\_\_\_\_\_  
Signature over Printed Name  
Authorized Representative or Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than March 4, 2025 at the BAC Office, Iwahig Prison and Penal Farm at 2:00 pm Late submission of bids shall be rejected.

  
**CTINSP FRANCISCO C. CAABAY, DMD**  
BAC, Chairman

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows.

**REQUEST FOR QUOTATION 022-2025**

<b><u>PROCUREMENT PROJECT</u></b>	<b><u>Approved Budget for the Contract (ABC)</u></b>
Supply and delivery of office supplies for 1 <sup>st</sup> and 2 <sup>nd</sup> quarter 2025	<b>138,657.11</b>

Item No	Quantity	Unit	Description	Compliance to the Technical specifications (Please check)		Offered quotation	Offered quotation
				YES	NO	(per Unit)	(TOTAL)
			<b>INK FOR BROTHER PRINTER (original)</b>				
1.	40	Bot	INK REFILL BTD60 108ml, BLACK				
2.	35	Bot	INK REFILL BT5000 48.8ml, CYAN				
3.	35	Bot	INK REFILL BT5000 48.8ml, MAGENTA				
4.	35	Bot	INK REFILL BT5000 48.8ml, YELLOW				
			<b>INK FOR EPSON L3110/L5190(original)</b>				
5.	20	Bot	INK REFILL #003 65ml, BLACK				
6.	15	Bot	INK REFILL #003 65ml, MAGENTA				
7.	15	Bot	INK REFILL #003 65ml, CYAN				
8.	15	Bot	INK REFILL #003 65ml, YELLOW				
9.	45	Pad	NOTE PAD, stick on , 76mm				
10.	35	can	DISINFECTANT SPRAY				
11.	6	pack	FOLDER, legal size				
12.	5	box	FOLDER, pressboard				
13.	2	box	ENVELOPE, mailing, white				
14.	10	box	ENVELOPE, documentary, legal				
15.	25	pc	MARKER, Whiteboard, black				
16.	25	pc	MARKER, Whiteboard, blue				
17.	25	pc	MARKER, Permanent, Black				
18.	25	pc	MARKER, Permanent, Blue				
19.	6	pc	PHILIPPINE NATIONAL FLAG				
20.	20	can	FLOORWAX, paste type, red				

21.	40	jar	GLUE, all-purpose				
22.	35	can	INSECTICIDE, aerosol type				
23.	48	box	FASTENER , metal 70mm				
24.	20	pack	BATTERY, dry cell, size AA				
25.	20	pack	BATTERY, dry cell, size AAA				
26.	50	pack	INTERFOLDED PAPER TOWEL				
27.	40	pc	PUNCHER, paper, heavy duty				
28.	20	pc	LIGHT BULB				

**SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR**

TELEPHONE NO: \_\_\_\_\_

CELLPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_



Telephone No: (048) 717 1368  
E-mail Address: [www.bucor.gov.ph](http://www.bucor.gov.ph) | [ippfctos@bucor.gov.ph](mailto:ippfctos@bucor.gov.ph)

