



Republic of the Philippines  
 Department of Justice  
**BUREAU OF CORRECTIONS**  
**SABLAYAN PRISON AND PENAL FARM**  
 Occidental Mindoro



**REQUEST FOR QUOTATION**

**SUPPLY & DELIVERY OF OFFICE SUPPLIES FOR THE 2<sup>ND</sup> QUARTER 2025-1 LOT**

Date: \_\_\_\_\_  
 RFQ No: SPPF2025-PR.041

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Store/Shop: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No.: \_\_\_\_\_  
 TIN No.: \_\_\_\_\_  
 PhilGEPS Registration No.: (required) \_\_\_\_\_

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.) Bidders shall **quote per lot**.
- c.) Price quotation/lot must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission.
- d.) Price quotation/lot, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotation exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation/lot (for goods and infrastructure) or, the highest rated offer/lot (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.) All items shall be delivered within **thirty (30) calendar days** from the receipt of approved Notice to proceed (NTP).
- i.) The BuCor-SPPF shall have the right to inspect and/or to test the goods to confirm its conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor-SPPF 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.) **Submission thru e-mail and fax of your quotation will not be entertained/accepted. Send your sealed quotation thru mail or submit it personally at the address hereunder provided.**

**REQUIREMENTS TO BE SUBMITTED**

1. Certified True copy of Valid & Current Mayor's/Business Permit
  - a. Valid & Current Mayors Permit
  - b. Valid & Current Business Permit
2. Certified True copy of Valid & Current PhilGEPS Registration Number
3. Bidders who are registered in BuCor-SPPF Suppliers Registry **with updated record** 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 of  
 Authorized Representative / Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than **March 31, 2025** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **9:00 A.M.** Late submission of bids shall be rejected.

  
**CSUPT ANGELITO DC LAPITAN**  
 BAC Chairperson

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 #SPPF2025-PR. 041**

<b>Procurement Project</b>	<b>Approved Budget for the Contract (ABC)</b>
<b>SUPPLY &amp; DELIVERY OF OFFICE SUPPLIES FOR THE 2<sup>ND</sup> QUARTER 2025-1 LOT</b>	<b>FIVE HUNDRED FIFTY-SEVEN THOUSAND FOUR HUNDRED NINETY-FIVE PESOS (Php557,495.00)</b>

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotation Per Unit	Offered Quotation Per <u>Unit X Quantity</u>	TOTAL Offered Quotation/ Lot
			YES	NO				
120	BOX	BOND PAPER A4			Php557,495.00			
100	BOX	BOND PAPER LEGAL						
600	PCS	BALLPEN BLACK						
36	PCS	BALLPEN BLACK						
150	BOT	INK BLACK						
100	BOT	INK CYAN						
100	BOT	INK YELLOW						
100	BOT	INK MAGENTA						
100	CART	INK CYAN						
50	PAD	STICKY NOTE (SIGN HERE)						
5	BUNDLE	FOLDER A4 WHITE (100PCS/BUNDLE)						
10	BUNDLE	FOLDER LONG WHITE (100PCS/BUNDLE)						
150	PCS	CORRECTION TAPE						
60	BOX	METAL FASTENER						
50	PCS	PENCIL						
30	PCS	SCISSORS						
100	PCS	DATA FILE BOX						
30	ROLL	PACKING TAPE TRANSPARENT 48MM						
30	ROLL	PACKING TAPE TRANSPARENT 24MM						
20	PCS	STAPLER						
25	ROLL	MASKING TAPE 48MM						
30	BOX	STAPLE WIRE #35						
25	PCS	STAPLE REMOVER (STAINLESS)						
6	BOX	EXPANDED ENVELOPE BROWN (LEGAL)						
20	BOX	PAPER CLIP						
30	BOX	BINDER CLIP 5/8						
30	BOS	BINDER CLIP 3/4						
30	BOX	BINDER CLIP 1						
30	BOX	BINDER CLIP 2						
50	PCS	DOUBLE SIDED TAPE						
30	PCS	GLUE						
1	PCS	GLUE GUN						
30	PCS	GLUE STICK						
50	PCS	RULER SMALL						
15	PCS	FLASH DRIVE 32GB						
48	PCS	WHITE BOARD MARKER BLACK						
48	PCS	PERMANENT MARKER						
20	PCS	RECORD BOOK 300 PAGES						
35	PCS	RECORD BOOK 500 PAGES						
2	PCS	PRINTER TONER						

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**SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR**  
**POSITION/DESIGNATION:** \_\_\_\_\_  
**OFFICE TELEPHONE NO:** \_\_\_\_\_  
**MOBILE PHONE NO./FAX NO.:** \_\_\_\_\_  
**EMAIL ADDRESS/ES:** \_\_\_\_\_