



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



REQUEST FOR QUOTATION 036-2025

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 April 14, 2025 at the BAC Office, Iwahig Prison and Penal Farm at 2:00 pm Late submission of bids shall be rejected.

CTSINSP 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 036-2025

<u>PROCUREMENT PROJECT</u>	<u>Approved Budget for the Contract (ABC)</u>
Supply and delivery of office supplies for 2 nd quarter 2025	315,720.00

Item No	Quantity	Unit	Description	Compliance to the Technical specifications (Please check)		Offered quotation	Offered quotation
				YES	NO	(per Unit)	(TOTAL)
1.	36	can	AIR FRESHENER (spray type)320ml (lemon/lavender scent)				
2.	12	pack	BATTERY AA, 2's				
3.	6	box	CHALK, MOLDED WHITE				
4.	36	can	DISINFECTANT SPRAY, 340 grams, hospital grade, branded (scent: crisp linen and citrus meadow)				
5.	48	box	FASTENER METAL				
6.	3	pack	FOLDER MOROCCO, LEGAL (with black side clip)				
7.	6	pack	FOLDER PRESSBOARD, LEGAL				
8.	24	can	INSECTICIDE, 600ml				
9.	12	pc	MARKER, PERMANENT BLACK				
10.	12	pc	MARKER, PERMANENT BLUE				
11.	12	pc	MARKER, WHITEBOARD BLACK				
12.	12	pc	MARKER, WHITEBOARD BLUE				
13.	12	pad	NOTEPAD, 3 x 3				
14.	300	ream	PAPER, MULTICOPY A4				
15.	200	ream	PAPER, MULTICOPY LEGAL				
16.	12	pc	STAMP PAD, FELT PAD				
17.	50	bundle	TISSUE PAPER, INTERFOLDED PAPER TOWEL (3 packs per bundle)				
18.	30	roll	JUMBO ROLL BATHROOM TISSUE				
19.	30	bottle	INK REFILL, BROTHER BT60 (BLACK)				
20.	12	bottle	INK REFILL, BROTHER BT60 (MAGENTA)				

21.	12	bottle	INK REFILL, BROTHER BTD60 (CYAN)				
22.	12	bottle	INK REFILL, BROTHER BTD60 (YELLOW)				
23.	12	bottle	INK REFILL, HP GT53 (BLACK) 90ml				
24.	6	bottle	INK REFILL, HP GT53 (YELLOW) 50ml				
25.	6	bottle	INK REFILL, HP GT53 (MAGENTA) 50ml				
26.	6	bottle	INK REFILL, HP GT53 (CYAN) 50ml				
27.	24	bottle	INK REFILL, EPSON 003 BLACK				
28.	10	bottle	INK REFILL, EPSON 003 MAGENTA				
29.	10	bottle	INK REFILL, EPSON 003 CYAN				
30.	10	bottle	INK REFILL, EPSON 003 YELLOW				
31.	6	bottle	INK REFILL, EPSON 664 BLACK				
32.	6	bottle	INK REFILL, EPSON 664 MAGENTA				
33.	6	bottle	INK REFILL, EPSON 664 CYAN				
34.	6	bottle	INK REFILL, EPSON 664 YELLOW				
35.	6	Bundle	BALLPEN, RETRACTABLE, BLACK, 50's per bundle				
36.	6	bundle	BALLPEN, RETRACTABLE, BLUE 50's per bundle				
37.	100	Ream	PAPER, GROUNDWOOD MIMEO, 63-70GSM, A4				
38.	200	Ream	PAPER, GROUNDWOOD MIMEO, 63-70GSM, LEGAL				
39.	6	pc	KEYBOARD, COMPUTER, QWERTY, USB PLUG AND PLAY, BRANDED				

SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR

TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____



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