



Republic of the Philippines
Department of Justice
BUREAU OF CORRECTIONS
City of Muntinlupa



REQUEST FOR QUOTATION #2025-059
SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 2ND QUARTER
2025
(NEGO. PROC.- SMALL VALUE PROCUREMENT)
ABC: ₱ 1,567,282.69

Date: _____

Name of Company: _____

Address: _____

TIN No.: _____

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 may quote for all the items.
- c.) Price quotation/s must be valid for a period of *One Hundred Twenty (120) 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 Twenty-five (25) **calendar days** from receipt of approved purchase order.
- i.) The BuCor 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 BuCor 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 indicating supplier's name and name of project.
- l.) Submission thru e-mail and fax quotation **will be** allowed/accepted.

REQUIREMENTS TO BE SUBMITTED

- m.) Valid and Current PhilGeps Registration Number
- n.) Valid and Current Mayor's/Business Permit
- o.) Valid and Current Income Tax Return
- p.) Duly Notarized Omnibus Sworn Statement
- q.) Duly Notarized Authority to Signatory (if applicable)

Note:

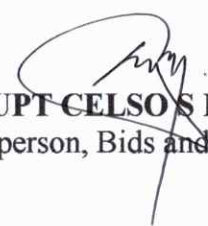
Allow PEs to accept the expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract under GPPB Resolution No. 05-2020 Approving the Acceptance of an Expired Mayor's Permit with Official Receipt for the Renewal Application.

NOTE:

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

Signature over Printed Name of
Bidder /Authorized Representative/Authorized Signatory

Submit your sealed quotation duly signed by you or your duly authorized representative not later than MAY 13, 2025 at the BAC Office, Bureau of Corrections at 3:00pm. Late submission of bids shall be rejected. For further information, you can call the BAC Secretariat c/o CSI FRANCIS JADE P PAJUNAR at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 8659-08-33 from 8:00 am to 5:00pm or email at bacsec2022@gmail.com, Monday to Friday


CCSUPT CELSO S BRAVO
Chairperson, Bids and Awards Committee

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 RFQ 2025-059
SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 2ND QUARTER
2025

ABC: P 1,567,282.69

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget for Contract	Unit Offered Quotation	Offered Quotation
			YES	NO			
15,000	piece	BALLPEN, ballpoint pen (BLACK) 0.5(see sample)			105,000.00		
5,000	piece	BALLPEN, ballpoint pen (BLUE) 0.5			35,000.00		
400	piece	BROOM, Stick (TINGTING)			38,400.00		
300	piece	BROOM, Soft (TAMBO)			62,100.00		
600	box	FASTENER, metal			65,550.00		
300	piece	FLASHDRIVE 32 GB			96,000.00		
300	jar	GLUE, All purpose 200 grams min (see sample)			22,425.00		
200	set	MARKER, FLOURESCENT (3pcs/set)			11,500.00		
200	piece	MARKER, PERMANENT BLACK			4,600.00		
200	piece	MARKER, PERMANENT BLUE			4,600.00		
100	piece	MARKER,PERMANENT RED			2,300.00		
200	piece	MARKER, WHITEBOARD BLACK			6,400.00		
200	piece	MARKER, WHITEBOARD BLUE			6,400.00		
100	piece	MARKER, WHITEBOARD RED			3,200.00		
250	piece	MOP HEAD			23,000.00		
200	piece	MOP HANDLE			34,500.00		
410	Pad	NOTE PAD, stick on, 50mmx76mm(2''x3'')			17,474.20		
410	Pad	NOTEPAD, stick on, 76mmx76mm(3''x3'')			24,518.00		
405	pad	NOTEPAD, stick on, 76mmx100mm(3''x4'')			27,608.85		
900	Book	RECORD BOOK, 300's with page number (see sample)			180,000.00		
900	book	RECORDBOOK, 500's with page number			207,000.00		
600	pack	SIGN HERE sticker (see			34,500.00		

		sample)					
80	roll	TWINE			6,506.40		
600	cart	PRINTER INK 003 BLACK			180,000.00		
220	cart	PRINTER INK 003 CYAN			66,000.00		
220	cart	PRINTER INK 003 MAGENTA			66,000.00		
220	cart	PRINTER INK 003 YELLOW			66,000.00		
75	cart	PRINTER INK BT-D60BK BLACK			29,250.00		
25	cart	PRINTER INK BT-5000 CYAN			9,750.00		
25	cart	PRINTER INK BT-5000 MAGENTA			9,750.00		
25	cart	PRINTER INK BT-5000 YELLOW			9,750.00		
120	cart	PRINTER INK GT53 BLACK			42,000.00		
60	cart	PRINTER INK GT52 CYAN			23,400.00		
60	cart	PRINTER INK GT52 MAGENTA			23,400.00		
60	cart	PRINTER INK GT52 YELLOW			23,400.00		
		Nothing Follows					
TOTAL: P 1,567,282.69							
PURPOSE: FOR ISSUANCE TO DIFFERENT OFFICES OF BUCOR (2ND QUARTER)							

SIGNATURE OVER PRINTED NAME OF BIDDER OR REPRESENTATIVE

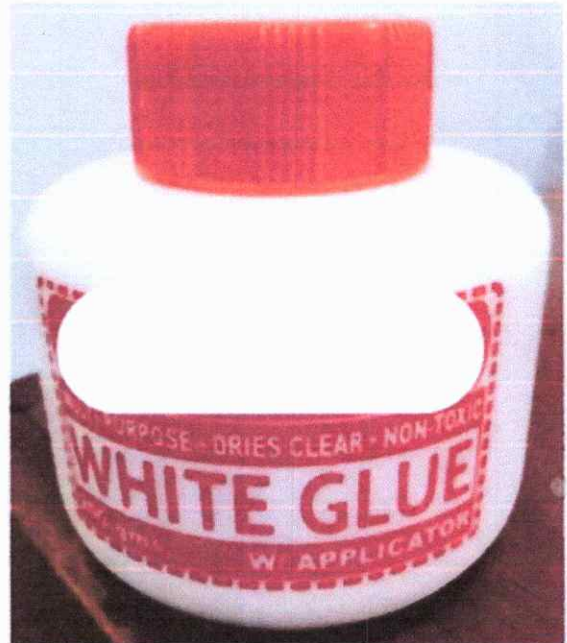
TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____



BALLPEN



GLUE



RECORD BOOK 8.5" x 11"
300's & 500's



SIGN HERE STICKER

COMPANY LETTERHEAD
SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 2ND QUARTER
2025

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 2ND QUARTER 2025**, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 2ND QUARTER 2025**, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting ;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR THE 2ND QUARTER 2025**

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2025 at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____