



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



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE 3RD QUARTER OF 2025-1 LOT

Date: _____
 RFQ No: SPPF2025-PR.087

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 **June 27, 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. 087

Procurement Project					Approved Budget for the Contract (ABC)			
SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE 3 RD QUARTER OF 2025- 1 LOT					SIX HUNDRED THIRTY-FOUR THOUSAND PESOS (PHP 562,095.00)			
QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotation Per Unit	Offered Quotation Per Unit X Quantity	TOTAL Offered Quotation/ Lot
			YES	NO				
120	PCS	BOND PAPER A4			PHP 562,095.00			
100	PCS	BOND PAPER LEGAL						
600	PCS	BALLPEN BLACK (X-FLEXSTICK)						
36	PCS	SIGN PEN BLACK						
36	PCS	SIGN PEN BLUE						
120	BOT	INK BLACK						
70	BOT	INK YELLOW						
50	BOT	INK MAGENTA						
50	BOT	INK CYAN						
50	BOT	STICKY NOTE (SIGN HERE) 10 PADS/SHEET						
10	BUNDLE	FOLDER A4 WHITE (100 PCS/BUNDLE)						
20	BUNDLE	FOLDER LONG WHITE (100 PCS/BUNDLE)						
150	PCS	CORRECTION TAPE						
20	BOT	AIR FRESHENER						
30	BOX	METAL FASTENER						
80	ROLLS	TISSUE (4 ROLL/PACK)						
50	PCS	PENCIL						
25	PCS	SCISSORS						
15	PCS	FLASH DRIVE 16GB						
20	PCS	MASKING TAPE (3PCS)						
20	PCS	SCOTCH TAPE						
30	PCS	FLOOR MOP						
100	PCS	DETERGENT POWDER						
20	PACK	SOFT BROOM						
100	PCS	STAPLE WIRE NO.35						
30	BOX	STAPLER (HEACY DUTY))						
25	PCS	STAPLE REMOVER (STAINLESS)						
100	PCS	LOGBOOK 300 PAGES						
110	PCS	LOGBOOK 500 PAGES						
30	PCS	TRASHCAN						
10	PCS	EXPANDABLE ENVELOPE						
6	BOX	BROWN ENVELOPE (LEGAL)						
6	BOX	COLUMNAR						
10	PCS	CALCULATOR						
20	UNIT	DOUBLE SIDED TAPE						
25	PCS	PAPER CLIP 53MM						
25	BOX	PAPER CLIP 33M						

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