



Republic of the Philippines
 Department of Justice
BUREAU OF CORRECTIONS
SAN RAMON PRISON AND PENAL FARM
 City of Zamboanga



REQUEST FOR QUOTATION #2025-06-133
 Supply and Delivery of Various Office Supplies for 3rd Quarter

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 **Fifteen (15) 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

Note:

Allow PEs to accept the expired Buisness 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 Resoution No. 05-2020 Approving the Acceptance of an Expired Mayor's Permit with Official Receipt for yhe Renewal Application.

- p.) Valid and Current Income Tax Return – for ABC above **500,000.00**
- q.) Duly Notarized Omnibus Sworn Statement (original) – for ABC above **50,000.00**
- r.) Duly Notarized Authority to Signatory (if applicable)
- s.) Tax Clearance Certificate – for ABC above **50,000.00**

NOTE:

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

 Signature over Printed Name of
 Sole Proprietor /Authorized Representative

Submit your sealed quotation duly signed by you or your duly authorized representative not later than **July 07, 2025** at **10am** the BAC Office, San Ramon Prison and Penal Farm at 9:00am. Late submission of bids shall be rejected. For further information, you can call the BAC Secretariats **0927-427-0841 | 09451422530** or email at srppfbac@bucor.gov.ph, Monday to Friday


CINSP ROMMEL J. CAMPILIS
 Chairperson, Bids and Awards Committee



991-7240 | 991-7241
srppfctos@bucor.gov.ph | srppfadmin@bucor.gov.ph





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PR#2025-06-112

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 #2025-06-133

Supply and Delivery of Various Office Supplies for 3rd Quarter

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Unit Price	Offered Quotation	Approved Budget for Contract	Offered Quotation
			YES	NO				
200	Ream	Bond paper A4, 500 sheets per ream			255.50		51,100.00	
185	Ream	Bond paper Long, 500 sheets per ream			385.00		71,225.00	
5	Ca	Ink Cartridge, Epson C13T664100 (T6641) Black			310.00		1,550.00	
5	Ca	Ink Cartridge, Epson C13T664200 (T6642) Cyan			305.00		1,525.00	
5	Ca	Ink Cartridge, Epson C13T664400 (T6644) Yellow			305.00		1,525.00	
10	Pack	Folder with Tab, Legal, 100pcs/pack			520.00		5,200.00	
300	Pcs	Ballpen Black			8.00		2,400.00	
20	Ca	Brother Ink (DCP-T720DW) Yellow			345.00		6,900.00	
30	Ca	Brother Ink (DCP-T720DW) Black			350.00		10,500.00	
30	Ca	Brother Ink (DCP-T720DW) Cyan			345.00		10,350.00	
20	Ca	Brother Ink (DCP-T720DW) Magenta			345.00		6,900.00	
200	Box	Facemask 3 ply, 50pcs per box			85.00		17,000.00	
80	Can	Disinfectant Spray Aerosol type 400G			375.00		30,000.00	
250	Bots	Alcohol 500ml			110.00		27,500.00	
100	Pcs	Sign pen Black, iGel 0.5 GL 165			39.50		3,950.00	
30	Box	Pencil #2 482 one (1) doz. per box			132.00		3,960.00	
5	Set	Brother Ink BTD100 (DCP-T730DW)			1,400.00		7,000.00	
25	Roll	Masking Tape 2"			122.00		3,050.00	
25	Roll	Transparent Tape 2"			25.50		637.50	
30	Box	Paper clip, vinyl/plastic coated, jumbo, 50mm			27.50		825.00	
30	Can	Insecticide, 600ml			385.00		11,550.00	

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5	Box	Rubber band no.18		185.00	925.00
	xxxxx	xxxxx Nothing Follows xxxxx		TOTAL	₱ 275,572.50

Purposed: for office supplies for different section use – 3rd quarter FY 2025.

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: _____
 CELLPHONE NO: _____
 EMAIL: _____

