



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



**REQUEST FOR QUOTATION #2025-105**  
**SUPPLY AND DELIVERY OF LED LIGHT STUDIO KIT GREENSCREEN WITH**  
**STAND AND COFFEE STATION**  
**(Nego. Proc.- Small Value Procurement)**  
**ABC: ₱13,000.00**

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
- o.) Duly Notarized Authority to Signatory (if applicable).

*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 Offcicial Receipt for yhe Renewal Application.*

**NOTE:**

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

\_\_\_\_\_  
Signature over Printed Name of  
Bidder /Authorized Representative/Authorize signatory

Submit your sealed quotation duly signed by you or your duly authorized representative not later than SEPTEMBER 12, 2025 at the BAC Office, Bureau of Corrections at 9:00am. Late submission of bids shall be rejected. For further information, you can call the BAC Secretariat c/o **MARIA ADORACION I. VIÑAS** at the Supply Office, Bureau of Corrections, Muntinlupa City at Tel # 8809-8587/8478-0907 from 8:00 am to 5:00pm or email at bacsec2022@gmail.com, Monday to Friday.

  
**C/CSUPT MELENCIO S FAUSTINO**  
**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 2025-105**

**Project: SUPPLY AND DELIVERY OF LED LIGHT STUDIO KIT GREENSCREEN  
WITH STAND AND COFFEE STATION**

**ABC: ₱13,000.00**

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget for Contract	Unit Offered Quotation	Offered Quotation
			YES	NO			
1		LED LIGHT STUDIO KIT 90pcs lamp beads; output power:24W; input power: 100-240V; color temperature:5500K; 1 pcs LED fill light; 1pcs tripod/6ft light stand 1 pcs power adapter			1,500.00		
1		GREENSCREEN WITH STAND 2.6m x 3m Background support Kit 4 clips; 260cm light stand x 2pcs; 300cm cross bar x 1pc (3 section); carrying bag x 1 pc			1,500.00		
1		COFFEE STATION 6 layers, HxWxL:184cmx42cmx120cm; Color: white 2 racks 1 holder crystal cabinet door with universal wheel			10,000.00		
		***Nothing Follows***					
<b>Total: ₱13,000.00</b>							

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF BIDDER OR AUTHORIZED  
REPRESENTATIVE/AUTHORIZED SIGNATORY

TELEPHONE NO: \_\_\_\_\_

CELLPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_