



**BUREAU OF CORRECTIONS  
 DAVAO PRISON AND PENAL FARM**  
 Braulio E. Dujali, Davao del Norte, 8106



**REQUEST FOR QUOTATION**

RFQ No.: 2026-01-005  
 Date : \_\_\_\_\_

Name of Company/Shop/Store : \_\_\_\_\_  
 Name of Authorized Representative : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_

- The BuCor-Davao Prison and Penal Farm (DPPF) through its Bids and Awards Committee (BAC) invites interested bidders to submit a quotation/proposal with the Approved Budget for the Contract (ABC) in the amount of **PHILIPPINE PESO SEVEN HUNDRED FIVE THOUSAND TWO HUNDRED TEN ONLY (PHP 705,210.00)** inclusive of applicable tax for the procurement of the item below:

| PR Number    | Item Description  |
|--------------|---|
| 2026-01-0010 | <b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTER FY 2026</b> |

- Procurement shall be conducted through **Small Value Procurement** under **Section 34** as prescribed under Rule IV- Methods of Procurement of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 otherwise known as the "New Government Procurement Act".
- The quotation must be duly signed by the bidder and must be submitted at the **BAC Office, Administrative Building, Davao Prison and Penal Farm, B.E Dujali, Davao del Norte** or by email at [bacdppf@bucor.gov.ph](mailto:bacdppf@bucor.gov.ph). The quotations shall be received not later than JANUARY 30, 2026 @ 2:00 PM.
- The bidder must **submit a copy** of the following documents, **together with the proposal**, to ensure that the said bidder is technically, legally, and financially capable to undertake the proposed project:
  - Valid and current Mayor's/Business Permit;
  - PhilGEPS Registration Number to be indicated in RFQ Form;
  - Duly Notarized Omnibus Sworn Statement (for ABC above 50,000.00)
  - Valid and Current Income Business Tax Return (for ABC above 500,000.00)
- DPPF reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DPPF further reserves the right to reject all proposals, or declare a failure of small value procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its Implementing Rules and Regulations.
- For any clarification, you may contact *Ms Julie Joy B Divinagracia, Head, BAC Secretariat* at telephone no. **0917-180-4862** or email at [bacdppf@bucor.gov.ph](mailto:bacdppf@bucor.gov.ph).

  
**CSUPT DIVINA S CAMINA**  
 BAC Chairperson

**TERMS AND CONDITIONS**

- Bidders shall provide the **correct and accurate information** required in this form.
- Payment Term: \_\_\_\_\_
- Price proposal must be valid for the period of **thirty (30) calendar days** from the date of submission.
- Price proposal to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.
- Proposals exceeding the ABC per lot shall be automatically rejected.
- The **award of the contract** shall be made to the lowest calculated and responsive proposal per lot, which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by the bidder or any of his/her duly authorized representative/s.
- 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. DPPF 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.





**BUREAU OF CORRECTIONS  
DAVAO PRISON AND PENAL FARM**

Braulio E. Dujali, Davao del Norte, 8106



**RFQ FORM**

Date: \_\_\_\_\_

**The Bids and Awards Committee  
DAVAO PRISON AND PENAL FARM  
Braulio E. Dujali, Davao del Norte, 8106**

Sir/Madam:

After having carefully read and accepted the project requirements, I/we submit our proposal for the item as follows:

| ITEM NO | UNIT   | ITEM/S DESCRIPTION                                | QTY   | State of Compliance |    | Bidder's Offer |              |
|---------|--------|---|-------|---------------------|----|----------------|--------------|
|         |        |   |       | YES                 | NO | Unit Price     | Total Amount |
| 1.      | PCS    | BALLPEN, CAP TYPE, 0.5MM, BLACK                   | 800   |                     |    |                |              |
| 2.      | BOX    | COIN ENVELOPE, No. 7, 500pcs/box                  | 3     |                     |    |                |              |
| 3.      | BOX    | CONTINUOUS FORM, LONG, CARBONLESS, 4 PLY (WHITE)  | 8     |                     |    |                |              |
| 4.      | BOX    | CONTINUOUS FORM, SHORT, CARBONLESS, 4 PLY (WHITE) | 8     |                     |    |                |              |
| 5.      | PCS    | CORRECTION TAPE, FILM BASE TYPE                   | 200   |                     |    |                |              |
| 6.      | BOOK   | LOGBOOK, 500 PAGES (RED & BLACK COVER)            | 220   |                     |    |                |              |
| 7.      | PCS    | FOLDER, LONG, WHITE                               | 400   |                     |    |                |              |
| 8.      | BOTTLE | GLUE, ALL PURPOSE, 130g                           | 50    |                     |    |                |              |
| 9.      | BOTTLE | INK, EPSON 664 (BLACK)                            | 80    |                     |    |                |              |
| 10.     | BOTTLE | INK, EPSON 664 (CYAN)                             | 40    |                     |    |                |              |
| 11.     | BOTTLE | INK, EPSON 664 (MAGENTA)                          | 40    |                     |    |                |              |
| 12.     | BOTTLE | INK, EPSON 664 (YELLOW)                           | 40    |                     |    |                |              |
| 13.     | BOTTLE | INK, EPSON 003 (BLACK)                            | 100   |                     |    |                |              |
| 14.     | BOTTLE | INK, EPSON 003 (CYAN)                             | 50    |                     |    |                |              |
| 15.     | BOTTLE | INK, EPSON 003 (MAGENTA)                          | 50    |                     |    |                |              |
| 16.     | BOTTLE | INK, EPSON 003 (YELLOW)                           | 50    |                     |    |                |              |
| 17.     | BOTTLE | INK, EPSON 673 (BLACK)                            | 5     |                     |    |                |              |
| 18.     | BOTTLE | INK, EPSON 673 (CYAN)                             | 5     |                     |    |                |              |
| 19.     | BOTTLE | INK, EPSON 673 (LIGHT CYAN)                       | 5     |                     |    |                |              |
| 20.     | BOTTLE | INK, EPSON 673 (MAGENTA)                          | 5     |                     |    |                |              |
| 21.     | BOTTLE | INK, EPSON 673 (LIGHT MAGENTA)                    | 5     |                     |    |                |              |
| 22.     | BOTTLE | INK, EPSON 673 (YELLOW)                           | 5     |                     |    |                |              |
| 23.     | BOTTLE | INK, BROTHER, BLACK BTD60                         | 60    |                     |    |                |              |
| 24.     | BOTTLE | INK, BROTHER, CYAN BT5000                         | 35    |                     |    |                |              |
| 25.     | BOTTLE | INK, BROTHER, MAGENTA BT5000                      | 35    |                     |    |                |              |
| 26.     | BOTTLE | INK, BROTHER, YELLOW, BT5000                      | 35    |                     |    |                |              |
| 27.     | REAM   | NEWSPRINT, LONG                                   | 40    |                     |    |                |              |
| 28.     | REAM   | NEWSPRINT, SHORT                                  | 40    |                     |    |                |              |
| 29.     | REAM   | PAPER, MULTIPURPOSE, 70GSM (MIN.) A4              | 1,000 |                     |    |                |              |
| 30.     | REAM   | PAPER, MULTIPURPOSE, 70GSM (MIN.) LEGAL           | 1,000 |                     |    |                |              |
| 31.     | BOX    | WHITE MAILING ENVELOPE, LONG                      | 2     |                     |    |                |              |

|                       |  |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|--|
| <b>Total Offered:</b> |  |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|--|

|   |   |
|---|---|
| <b>Approved Budget of the Contract (ABC):</b><br><b>PHILIPPINE PESO SEVEN HUNDRED FIVE THOUSAND TWO HUNDRED TEN ONLY (PHP 705,210.00)</b> | <b>Delivery Period:</b><br><b>15 DAYS</b> |
|---|---|

Signature over Printed Name : \_\_\_\_\_

**(Total) Amount offered in Words and Figures:** \_\_\_\_\_

The above-quoted price is **inclusive of all costs and applicable taxes.**

Very truly yours,

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name<sup>1</sup> : \_\_\_\_\_

Company Name: \_\_\_\_\_

Email Address : \_\_\_\_\_

Contact Number: \_\_\_\_\_

<sup>1</sup> Authorized Representative must submit a Secretary's Certificate for Corporation or Special Power of Attorney for Sole Proprietorship or Partnership stating s/he is authorized to sign, execute, deliver, all documents and amendments thereto, including but not limited to forms, statements, undertakings, declarations, and estimates necessary or relating to the Company's participation in the Project. Moreover, receive any and all notices, communication and information pertaining to the Project; and execute and perform any and all acts necessary or appropriate to submit the bid and participate in the Project, and to sign and execute the ensuing contract for the Project. Likewise, to discourage middleman, the authorized representative has to show proof of employment to the company s/he is representing for at least three (3) years.

