



REQUEST FOR QUOTATION

RFQ No.: 2026-02-010
 Date : _____

Name of Company/Shop/Store : _____
 Name of Authorized Representative : _____
 Contact Number : _____

1. 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 THREE HUNDRED THIRTY-FOUR THOUSAND TWO HUNDRED FIFTY ONLY (PHP 334,250.00)** inclusive of applicable tax for the procurement of the item below:

PR Number	Item Description
2026-02-0021	SUPPLY AND DELIVERY OF PHOTOCOPIER TONERS WITH FREE USE OF PHOTOCOPIER MACHINES

2. 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".
3. 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. The quotations shall be received not later than FEBRUARY 17, 2026 @ 2:00 PM.
4. 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;
 - Valid and Current Income Business Tax Return (for ABC above 500,000.00)
 - Duly Notarized Omnibus Sworn Statement (for ABC above 50,000.00) to be submitted prior to the award.
5. 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. 12009 and its Implementing Rules and Regulations.
6. 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.

CCINSP REDENTOR S ROQUE
 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.	TUBE	PHOTOCOPIER TONER, TN217, BLACK	42				
2.	CART	PHOTOCOPIER TONER, TN216, BLACK	2				
3.	CART	PHOTOCOPIER TONER, TN216, CYAN	1				
4.	CART	PHOTOCOPIER TONER, TN216, MAGENTA	1				
5.	CART	PHOTOCOPIER TONER, TN216 YELLOW	1				
		<p>Specifications:</p> <p>Photocopier Machine Colored Unit Specification:</p> <ul style="list-style-type: none"> * Colored Printing * Colored Scanning * 25 copies per minute <p>Photocopier Machine Black/Monochrome Unit Specifications:</p> <ul style="list-style-type: none"> * Black printing * Colored scanning * 22 copies per minutes <p>Common Unit Specification:</p> <ul style="list-style-type: none"> * Copier/Printer/Scanner * USB/LAN Port * Automatic Sorting * 25%-400% (reduce/enlarger) * Automatic Document Feeder * Supports Letter/Legal/A4/A3 Paper Sizes * Automatic back-to-back * Multiple Trays w/ bypass * Touch screen Control Panel * 220v AC/60hz power Requirements * Supports win 7 & Higher OS * 1-999 Copies (Continued copying) * Must comply w/ energy star reqts <p>NOTE: THE FOLLOWING CONDITIONS SHOULD BE SATISFIED.</p> <ul style="list-style-type: none"> * Free use of photocopier machines * Free regular monthly visit * Free installation and LAN cable * Free transportation fee for technicians * Free network configuration * 72hours lead time for unit replacements * Free delivery and lifetime services * Free Preventive Maintenance in every unit * 48hours lead time for repairs * Free training for machine operators * On call service technicians * Replacement of defective parts should be within 48 hours and shall be free of charge 					





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

Braulio E. Dujali, Davao del Norte, 8106



	and availability and delivery of service unit after 72 hours in the event of machine breakdown with the same machine specifications. * Product offered should have been in the Philippine Market for the past 10 years with durable quality. * Store is within 70km radius from Davao Prison and Penal Farm.					
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Total Offered:						
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Approved Budget of the Contract (ABC): PHILIPPINE PESO THREE HUNDRED THIRTY-FOUR THOUSAND TWO HUNDRED FIFTY ONLY (PHP 334,250.00)	Delivery Period: 15 DAYS
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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 : _____
 Printed Name¹ : _____
 Email Address : _____

Date: _____
 Company Name: _____
 Contact Number: _____

¹ 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.

