



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



REQUEST FOR QUOTATION

RFQ No.: 2026-04-024
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 FOUR HUNDRED NINETY-TWO THOUSAND ONE HUNDRED FIFTY ONLY (PHP 492,150.00)** inclusive of applicable tax for the procurement of the item below:

PR Number	Item Description
2026-02-0029	SUPPLY AND DELIVERY OF OFFICE CHAIRS AND TABLES FOR VARIOUS OFFICES

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 APR. 30, 2026 @ 1:45 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.


CSINSP CYNTHROSE F CASANOBA
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 **Most Advantageous and Responsive Bid (MARB)** per lot, which complies with the provided technical specifications and other terms and conditions in the **attached Criteria for Evaluation**.
- 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. The use of this RFQ is mandatory.
- 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.





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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.	PC	<p>HIGH BACK OFFICE CHAIR</p> <p>High Back seat type Adjustable seat height, headrest & armrests Swivel 360 degrees Tension control Butterfly mechanism with tilt & lock function 2D lumbar support</p> <p>Measurement: Width: 67-68cm Depth: 52-54 cm Total Height: 112-126 cm Seat Height: 43-57 cm</p> <p>Materials: Seat Fabric padded seat with foam + mesh back w/ PP frame and 2D lumbar support + 2D headrest in mesh w/ nylon frame + height adjustable armrest w/ PU arm pad</p> <p>Legs Nylon base (black) + BIFMA passed class 3 gas lift + diameter 5cm BIFMA passed castor</p> <p>Weight capacity: 130-132 kgs</p> <p>Color: Black</p> 	12				





2.	PC	<p>LOW BACK OFFICE CHAIR</p> <p>Low Back seat type Adjustable seat height Swivel 360 degrees Tension control Butterfly mechanism with tilt & lock function 2D lumbar support</p> <p>Measurement: Width: 65-67 cm Depth: 51-53 cm Height: 96-106 cm Seat Height: 43-52cm</p> <p>Materials: Seat Fabric padded seat with foam + mesh black w/ PP frame and 2D lumbar support + height adjustable armrest w/ PU armpad Legs Nylon base + BIFMA passed class 3 gaslift + dia5cm BIFMA passed castor</p> <p>Weight capacity: atleast 120kgs</p> <p>Color: Black</p> 	7				
3.	PC	<p>GUEST CHAIR</p> <p>Measurement: Width: 60-63 cm Depth: 50-53 cm Height: 83-85 cm Seat Height: 43-45 cm</p> <p>Materials: Backrest: 13 mm thick plywood with 25 mm thick foam covered with Polyester fabric. Seat: 13 mm thick plywood with 50 mm thick foam covered with Polyester fabric. Leg: 19 mm dia. x 1.2 mm thick metal tube in chrome plating finish.</p> <p>Weight capacity: atleast 100 kgs</p> <p>Color: Gray</p>	50				








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4.	PC	<p>MONOBLOCK CHAIR, WITHOUT ARMREST</p> <p>Polypropylene plastic</p> <p>Measurement: Width: 42-44 cm Depth: 48-50 cm Height: 78-80 cm</p> <p>Weight: 2.2-2.4 kgs</p> <p>Color: Beige</p> 	150			
5.	PC	<p>OFFICE TABLE</p> <p>three built-in drawers on the right side and one under the top for extra storage of keyboards, remotes, pens, and other items.</p> <p>Measurement: Width: 120 cm Depth: 60 cm Height: 76 cm</p> <p>Materials: Table Top & Drawer Front: MDF Side Panel & Support: Particle board</p> <p>Weight Capacity: 60 kgs - Top 5 kgs - Drawer/Shelf</p> <p>Color: Oak</p> 	30			





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	<p>Condition: Store must be within 70km radius from Davao Prison and Penal Farm</p> <p>REMINDER:</p> <ul style="list-style-type: none"> - Kindly refer to the Criteria for Evaluation. - Please attached Brochure for product/s offered. 				
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Total Offered:	
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<p>Approved Budget of the Contract (ABC): PHILIPPINE PESO FOUR HUNDRED NINETY-TWO THOUSAND ONE HUNDRED FIFTY ONLY (PHP 492,150.00)</p>	<p>Delivery Period: 15 DAYS</p>
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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: _____

**CRITERIA FOR EVALUATION
SUPPLY AND DELIVERY OF OFFICE CHAIRS AND TABLES FOR VARIOUS**

CRITERIA	WEIGHT
1. QUALITY AND TECHNICAL MERIT, including technical competence and credible track record	50%
A. Quality and Technical merit refers to the goods offer that meets the technical specifications as required (25%)	
provides a higher/premium/superior specification (25%)	
meet the minimum specifications (15%)	
B. Technical competence refers to the offer that it meets the functional and operational parameters. (15%)	
High/premium/superior technical competence of the item/product (15%)	
meet the minimum technical competence of the item/product (10%)	
C. a credible track record refers to the number of years it has been in the market, which has excellent reviews from reputable market institution. (10%)	
2. AESTHETIC AND FUNCTIONAL DESIGN AND CHARACTERISTICS (40%)	40%
a. Aesthetic (15%)	
Professional, modern, and non-typical in its appearance (15%)	
Professional, modern, and typical in its appearance (10%)	
b. functional design and characteristics (25%)	
complete and with additional features (25%)	
complete features (20%)	
3. WARRANTY AND AFTER-SALES SERVICE (10%)	10%
Refers to the warranty period and availability of repair or replacement in case of defects (10%)	

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.

