



**BUREAU OF CORRECTIONS
IWAHIG PRISON AND PENAL FARM**
Iwahig, 5301 Puerto Princesa City
Palawan



REQUEST FOR QUOTATION 044-2026

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

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.) Procurement is by lot, Bidders shall quote in lot.
- c.) Price quotation/s must be valid for a period of *Thirty (30) 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 **thirty (30) calendar days** from receipt of approved purchase order.
- i.) The IP&PF 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 IP&PF 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.
- l.) Payments to bidders will be coursed through their Land bank accounts.

REQUIREMENTS TO BE SUBMITTED

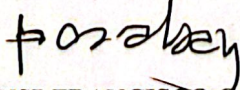
- a. **Certified True Copy of Valid & Current Tax Clearance**
- b. **Certified True Copy of Valid & Current Business License**
 - m.1. **DTI/SEC Registration**
 - m.2. **Valid & Current Mayors Permit**
- c. **Certified True Copy of Valid & Current PhilGEPS Registration**
- d. **Bidders who are registered in the IP&PF Suppliers Registry need not to submit the aforementioned requirements**

NOTE:

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

Signature over Printed Name
Authorized Representative or Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than April 28, 2026 at the BAC Office, Iwahig Prison and Penal Farm at 3:00 pm Late submission of bids shall be rejected.


CTSINSP FRANCISCO C CAABAY, DMD
 BAC, Chairman

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 044-2026

<u>PROCUREMENT PROJECT</u>	<u>Approved Budget for the Contract (ABC)</u>
Supply and delivery of Office Supplies for 2nd Quarter 2026	P94,080.00

Item NO	Quantity	Unit	Description	Compliance to the Technical specifications (Please check)	Offered quotation		Offered quotation
				YES	NO	(per Unit)	(TOTAL)
1.	36	Roll	TAPE, TRANSPARENT. 24mm				
2.	50	PC	OFFICIAL RECORD BOOK 500 PAGES, WITH NUMBER				
3.	12	pack	FOLDER WITH TAB, LEGAL, 100pcs/pack				
4.	48	box	FASTENER METAL				
5.	15	bottle	INK REFILL, BROTHER BTD60 (BLACK)				
6.	6	bottle	INK REFILL, BROTHER BT5000M (MAGENTA)				
7.	6	bottle	INK REFILL, BROTHER BT5000C (CYAN)				
8.	6	bottle	INK REFILL, BROTHER BT5000Y (YELLOW)				
9.	8	bottle	INK REFILL, EPSON 001 BLACK				
10.	4	bottle	INK REFILL, EPSON 001 MAGENTA				
11.	4	bottle	INK REFILL, EPSON 001 CYAN				
12.	4	bottle	INK REFILL, EPSON 001 YELLOW				
13.	10	bottle	INK REFILL, EPSON 003 BLACK				
14.	10	bottle	INK REFILL, EPSON 003 MAGENTA				
15.	10	bottle	INK REFILL, EPSON 003 CYAN				
16.	10	bottle	INK REFILL, EPSON 003 YELLOW				
17.	10	bottle	INK REFILL, BTD100BK				
18.	6	bottle	INK REFILL, BTD100C				
19.	6	bottle	INK REFILL, BTD100Y				

20	6	bottle	INK REFILL, BTD100M					
			XXXXXXXXXX					
							TOTAL	

SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR

TELEPHONE NO: _____

CELLPHONE NO: _____

EMAIL: _____



Telephone No: (048) 717 1368
 E-mail Address: www.bucor.gov.ph | ippfctos@bucor.gov.ph

