



Republic of the Philippines
 Department of Justice
 BUREAU OF CORRECTIONS
 SABLAYAN PRISON AND PENAL FARM
 Occidental Mindoro



REQUEST FOR QUOTATION

**SUPPLY AND DELIVERY OF SUPPLIES FOR EDUCATION AND TRAINING
 PROGRAM IMPLEMENTATION FOR SY 2026- 1 LOT**

Date: _____

RFQ No: SPPF2026-PR. 048

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

Business Permit No.: _____

TIN No.: _____

PhilGEPS Registration No.: (required) _____

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 shall **quote per lot**.
- c.) Price quotation/lot must be valid for a period of **One Hundred Twenty (120) calendar days** from the date of submission.
- d.) Price quotation/lot, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- e.) Quotation exceeding the Approved Budget for the Contract shall be rejected.
- f.) Award of contract shall be made to the lowest quotation/lot (for goods and infrastructure) or, the highest rated offer/lot (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.) All items shall be delivered within **thirty (30) calendar days** from the receipt of approved Notice to proceed (NTP).
- i.) The BuCor-SPPF shall have the right to inspect and/or to test the goods to confirm its conformity to the technical specifications.
- j.) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BuCor-SPPF 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.) **Submission thru e-mail and fax of your quotation will not be entertained/accepted. Send your sealed quotation thru mail or submit it personally at the address hereunder provided.**

REQUIREMENTS TO BE SUBMITTED

- 1. Certified True copy of Valid & Current Mayor's/Business Permit
 - a. Valid & Current Mayors Permit
 - b. Valid & Current Business Permit
- 2. Certified True copy of Valid & Current PhilGEPS Registration Number
- 3. Bidders who are registered in BuCor-SPPF Suppliers Registry **with updated record** 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 of
 Authorized Representative / Sole Proprietor

Submit your sealed quotation duly signed by you or your duly representative not later than **April 27, 2026** at the BAC Office, Bureau of Corrections – Sablayan Prison and Penal Farm at **9:00 A.M.** Late submission of bids shall be rejected.

CSUPT DIOMEDES C DADOR JR
 BAC Chairperson

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 #SPPF2026-PR. 048

Procurement Project				Approved Budget for the Contract (ABC)				
SUPPLY AND DELIVERY OF SUPPLIES FOR EDUCATION AND TRAINING PROGRAM IMPLEMENTATION FOR SY 2026- 1 LOT				THREE HUNDRED THOUSAND ONE HUNDRED THIRTY PESOS (Php300,130.00)				
QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Approved Budget of the Contract (ABC)/Lot	Offered Quotation Per Unit	Offered Quotation Per Unit X Quantity	TOTAL Offered Quotation/ Lot
			YES	NO				
35	BOXES	BOND PAPER A4			Php300,130.00			
35	BOXES	BOND PAPER FOLIO						
1500	PCS	BALLPEN HBW2000						
1	ROLL	CLOTH CANVASS						
14	PCS	BT60BK BROTHER INK						
8	PCS	BT500M (MAGENTA) BROTHER INK						
8	PCS	BT500M (CYAN) BROTHER INK						
8	PCS	BT500M (YELLOW) BROTHER INK						
30	PACKS	PAPER PAD INTERMEDIATE						
10	PACKS	YELLOW PAD						
20	PCS	SCOTCH TAPE						
20	PCS	MASKING TAPE						
50	PCS	PENTEL PEN (BLACK)						
40	BOXES	STAPLE WIRE NO. 35						
20	PCS	HEAVY DUTY STAPLER NO. 35						
150	PCS	CARTOLINA COLORED/WHITE						
300	PCS	MANILA PAPER						
300	PCS	PLASTIC ENVELOP WITH HANDLE LONG						
1000	PCS	NOTEBOOK 80 LEAVES (TAHI)						
1000	PCS	BROWN ENVELOPE LONG						
50	BOXES	CHALK						
30	PCS	LOG BOOK 300 PAGES						
1	PAISLS	LATEX PAINT (FLAT WHITE)						
1	GAL	LAMP BLACK ACRY COLOR						
1	GAL	TOULIDINE RED ACRY COLOR						
1	GAL	HANZA YELLOW ACRY COLOR						
1	GAL	THALO BLUE ACRY COLOR						
50	PCS	ILLUSTRATION BOARD 1/2						
2	BOXES	BULLDOG CLIP #3						
2	PCS	BITAGRE (SILICON GASKET)						
1	GAL	DIESEL ENGINE OIL						
1	PC	BATTERY 12V 3 SM						
1	SET	OVERHAULING GASKET 4D30						
1	SET	OVERHAULING GASKET SD23						
1	SET	PISTON RING SET (STANDARD) SD23						
1	SET	PISTON RING SET (STANDARD) 4D30						
1	PC	STARTER SD23						
1	PC	STARTER 4D30						

SIGNATURE OVER PRINTED NAME OF REPRESENTATIVE OR SOLE PROPRIETOR
POSITION/DESIGNATION: _____
OFFICE TELEPHONE NO: _____
MOBILE PHONE NO./FAX NO.: _____
EMAIL ADDRESS/ES: _____