



Republic of the Philippines
 Department of Justice
BUREAU OF CORRECTIONS
SAN RAMON PRISON AND PENAL FARM
 City of Zamboanga



REQUEST FOR QUOTATION #:2026-03-075
PURCHASE REQUEST#:2026-03-069
PROJECT/ACTIVITY: Supply and Delivery of Various Office Supplies – 2nd Quarter FY 2026

Date: _____

Name of Company: _____

Address: _____

TIN No.: _____

- Please quote your best offer for the item/s described below, subject to the Terms and Conditions as stated hereunder.
- Bidders shall provide correct and accurate information required in this form.
 - Bidders may quote for all the items.
 - Price quotation/s must be valid for a period of *One Hundred Twenty (120) calendar days* from the date of submission.
 - Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
 - Quotations exceeding the Approved Budget for the Contract shall be rejected.
 - 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.
 - 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.
 - The item/s shall be delivered within **Fifteen (15) calendar days** from receipt of approved purchase order.
 - The BuCor shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
 - 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 BuCor 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.
 - Bidders shall submit the required documents together with their bid price in a sealed envelope indicating supplier's name and name of project.
 - Submission thru e-mail and fax quotation **will be allowed/accepted**.

REQUIREMENTS TO BE SUBMITTED

- Valid and Current PhilGEPS Registration Number
- Valid and Current Mayor's/Business Permit

Note:

Allow PEs to accept the expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract under GPPB Resoution No. 05-2020 Approving the Acceptance of an Expired Mayor's Permit with Official Receipt for yhe Renewal Application.

- Valid and Current Income Tax Return – for ABC above 500,000.00
- Duly Notarized Omnibus Sworn Statement (original) – for ABC above 50,000.00
- Duly Notarized Authority to Signatory (if applicable)
- Tax Clearance Certificate – for ABC above 50,000.00

NOTE:

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

 Signature over Printed Name of
 Sole Proprietor /Authorized Representative

Submit your sealed quotation duly signed by you or your duly authorized representative not later than _____ at the BAC Office, San Ramon Prison and Penal Farm at _____. Late submission of bids shall be rejected. For further information, you can email the BAC secretariats at srppfbac@bucor.gov.ph, Monday to Friday.

CSINSP ROMMEL J CAMPILIS
 Chairperson, Bids and Awards Committee



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PR#: 2026-03-069

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

QTY	UNIT	DESCRIPTION	Compliance to the Technical specifications (Please check)		Unit Price	Offered Quotation	Approved Budget for Contract	Offered Quotation
			YES	NO				
200	PCS	SIGN PEN, Black, i-gel 0.5 GL-165			32.50		6,500.00	
250	PCS	BALLPEN BLACK			7.00		1,750.00	
50	BOX	CLIP, backfold, 32mm			35.00		1,750.00	
50	piece	MARKER, Permanent, Black			16.00		800.00	
50	piece	MARKER, Whiteboard, Black			16.00		800.00	
40	ROLL	TAPE, packaging, 48 mm			32.00		1,280.00	
40	ROLL	TAPE, transparent, 48 mm			25.00		1,000.00	
200	PCS	CORRECTION TAPE, 8 meters			27.00		5,400.00	
3	box	ENVELOPE, Documentary, legal, 500 pieces per box			1,100.00		3,300.00	
50	BOX	PLASTIC PAPER FASTENER 70MM			40.50		2,025.00	
50	BOX	FASTENER, metal, non-sharp edges, 50 sets per box			57.50		2,875.00	
4	box	ENVELOPE, Mailing, 500 pieces per box			565.50		2,262.00	
15	PACK	FOLDER with tab, legal, 100 pieces per pack			490.00		7,350.00	
50	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			25.50		1,275.00	
50	BOX	PAPER CLIP, vinly/plastic coated, 33mm			21.50		1,075.00	
20	piece	HEAVY DUTY STAPLER w/ remover, standard type type no.1111			325.00		6,500.00	
350	REAM	BONDPAPER A4, 500 sheets per ream			220.50		77,175.00	
350	REAM	BONDPAPER LEGAL SIZE, 500 sheets per ream			235.50		82,425.00	
35	PACK	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack			125.00		4,375.00	
20	CA	BROTHER INK (DCP-T720DW) BLACK			330.00		6,600.00	
20	CA	BROTHER INK (DCP-T720DW) CYAN			330.00		6,600.00	
20	CA	BROTHER INK (DCP-T720DW) MAGENTA			330.00		6,600.00	

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20	CA	BROTHER INK (DCP-T720DW) YELLOW			330.00		6,600.00	
20	CA	BROTHER INK (DCP-T730DW) 100BK			325.00		6,500.00	
15	CA	BROTHER INK (DCP-T730DW) 100 C			325.00		4,875.00	
15	CA	BROTHER INK (DCP-T730DW) 100 M			325.00		4,875.00	
15	CA	BROTHER INK (DCP-T730DW) 100 Y			325.00		4,875.00	
25	SET	EPSON INK 003			1,200.00		30,000.00	
15	PC	HEAVY DUTY 2 HOLE PUNCHER No. 468			215.00		3,225.00	
50	BOX	STAPLE WIRE STANDARD No.35			49.75		2,487.50	
50	CAN	AIR FRESHENER 300ML			346.00		17,300.00	
100	PACK	STICKY NOTE (SIGN HERE)			55.50		5,550.00	
5	SET	EPSON INK L210 (T664)			1,180.00		5,900.00	
	XXXXX	XXXXXX Nothing Follows XXXXXXXX				TOTAL	₱ 325,904.50	

Purposed: for different section use.

SIGNATURE OVER PRINTED NAME OF SOLE PROPRIETOR OR REPRESENTATIVE

TELEPHONE NO: _____
 CELLPHONE NO: _____
 EMAIL: _____


 CO1 Robert P. Carelino, LPT
 Canvasser



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