



Republic of the Philippines  
 Supreme Court of the Philippines  
 Office of the Court Administrator  
 Manila

Form No. 1

**OBLIGATION REQUEST**

No.

MS-11

Payee

LJR PRINTING SERVICES

Office

MS-11

Address

Responsibility Center

Particulars

F.P.P.

Account Code

Amount

PAYMENT FOR PO# LC-066-2018. (100 PAGES DOCKET BOOK CRIMINAL 250 PAGE, LEAVES ARE PAGED 1-250)

301020000

30203018-19

Total

A.  Certified

- Charges to appropriation/allotment necessary, lawful and under my direct supervision
- Supporting documents valid, proper and legal

B.  Certified

Existence of available appropriation

Signature

Signature

Printed Name

Printed Name

MARIETTA R. ESDRELON

Position

Position

SC Chief Judicial Staff Officer  
 Budget Division, FMO

Head, Requesting Office/Authorized Representative

Date

Date







Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**REQUEST FOR QUOTATION**  
**RFQ No. 016-04-11-18**  
**11 April 2018**

The Supreme Court of the Philippines, through the Property Division, Office of the Court Administrator (OCA), is requesting for a formal price quotation for the supply and delivery of docket book criminal, in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: Forty five (45) working days upon receipt of the Purchase Order

Delivery Place: Supreme Court of the Philippines/PhilPost Corp., Port Area, Manila

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on 18 April 2018**. Quotations submitted after the said deadline shall not be accepted.

Quotations must be valid for a period of sixty (60) calendar days from the date of submission.

Award shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein. Any interlineations, erasures or overwriting shall be void unless signed or initialled by the bidder or its duly authorized representative.

The Supreme Court shall have the right to inspect and / or test the goods to confirm their conformity to the technical specifications. Liquidated damages equivalent to one-tenth of one percent (0.0001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Supreme Court shall cancel the Purchase Order once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to other courses of action and remedies open to it. The Supreme Court reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Very truly yours,

A handwritten signature in black ink, appearing to read "Tenioso B. Libed", is written over a circular stamp or watermark.

**TENIOSO B. LIBED**  
*In-Charge, Property Division,  
Office of the Court Administrator*

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

**TENIOSO B. LIBED**

*In-Charge, Property Division  
Office of the Court Administrator  
Supreme Court of the Philippines  
Tel. 525-1270; Telefax 525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

Description of Items and Specifications	Qty.	Unit Price	Total Bid Price
<b>DOCKET BOOK, CRIMINAL, 250 pages, leaves are paged from 1-250</b>	400 bks		

The above quoted prices are inclusive of all costs and applicable taxes and valid for \_\_\_\_\_

\_\_\_\_\_ days.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Contact No.

Mayor's Permit No. \_\_\_\_\_

DTI or SEC Registration Certificate No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_



SUPREME COURT OF THE PHILIPPINES  
MANILA

STOCK POSITION SHEET

ARTICLE: DOCKET CRIMINAL 250 PAGES Unit: PCS  
 Standard Stock Level: \_\_\_\_\_

	Quantity
1) Balance on hand.....	0
2) Item in transit.....	0
3) This requisition No .....	400
4) Total expected stock ... ( sum of 1-3 ) .....	400
5) Monthly average consumption .....	110
6) Estimated No. of months to consume ( line 4 / line 5 ) .....	3.64

I certify to the fairness and reasonableness of the above data.

4/2/2018  
Date

*(Signature)*  
 \_\_\_\_\_  
 SUSAN M. VELASCO  
 Head of Section  
 Shipping & Delivery Section  
 Property Division, OAS, OCA

RMR/18

Description	unit	Balance on Hand	Quantity requested & delivered	Quantity in the 2018 APP	Balance in the APP as of this date	Quantity as per this requisition	Balance in the APP after this requisition	Estimated period to be covered by requisition
DOCKET, CRIM 250 PAGES	pcs	0	0	2,259	2,259	400	1,859	1st quarter



Republic of the Philippines  
**Supreme Court**  
**Office of the Court Administrator**  
 Manila

**Property Division**  
**ABSTRACT OF CANVASS**

bk	400	DESCRIPTION OF ITEMS	Trojeka Trading Co.		M V E A Printing Services		Uniwin Multi-Printing		LJB Printing Services	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
		Docket Book, Criminal, 250 pages, leaves are paged from 1-250	₱ 650.00	₱ 260,000.00	₱ 670.00	₱ 268,000.00	₱ 680.00	₱ 272,000.00	₱ 600.00	₱ 240,000.00
		x            x            x            x								

Grand Total : ₱ 240,000.00  
 Date : April 24, 2018

Checked by : *Rafaelita P. Figueroa*  
 Office : Property Division, OCA

Noted by : *TENOSO B. LIBED*  
**TENOSO B. LIBED**  
 In-Charge, Property Division  
 Office of the Court Administrator



## PRICE QUOTATION FORM

Date: APRIL 17, 2016**TENIOSO B. LIBED**


*In-Charge, Property Division  
Office of the Court Administrator  
Supreme Court of the Philippines  
Tel. 525-1270; Telefax 525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

Description of Items and Specifications	Qty.	Unit Price	Total Bid Price
DOCKET BOOK, CRIMINAL, 250 pages, leaves are paged from 1-250	400 bks	₱650.00	₱260,000.00

The above quoted prices are inclusive of all costs and applicable taxes and valid for \_\_\_\_\_ days.

Very truly yours,

  
BERT C. PONTRIEL  
Signature over Printed Name

MANAGER

Position

TRAJEKA TRADING CO.

Company Name

158 SPECTRUM BLDG., MARCOS HWAY  
ANTIPALO CITY

Company Address

0917 499 40184043315

Contact No.

Mayor's Permit No. 2016-002988  
DTI or SEC Registration Certificate No. PG 2016-24333  
PhilGEPS Registration No. 2016-1699-31





Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**REQUEST FOR QUOTATION**  
**RFQ No. 016-04-11-18**  
**11 April 2018**

The Supreme Court of the Philippines, through the Property Division, Office of the Court Administrator (OCA), is requesting for a formal price quotation for the supply and delivery of docket book criminal, in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: Forty five (45) working days upon receipt of the Purchase Order

Delivery Place: Supreme Court of the Philippines/PhilPost Corp., Port Area, Manila

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on 18 April 2018**. Quotations submitted after the said deadline shall not be accepted.

Quotations must be valid for a period of sixty (60) calendar days from the date of submission:

Award shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein. Any interlineations, erasures or overwriting shall be void unless signed or initialled by the bidder or its duly authorized representative.

The Supreme Court shall have the right to inspect and / or test the goods to confirm their conformity to the technical specifications. Liquidated damages equivalent to one-tenth of one percent (0.0001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Supreme Court shall cancel the Purchase Order once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to other courses of action and remedies open to it. The Supreme Court reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Very truly yours,

A handwritten signature in black ink, appearing to read "Tenioso B. Libed".

**TENIOSO B. LIBED**

*In-Charge, Property Division,  
Office of the Court Administrator*

## PRICE QUOTATION FORM

Date: April 14/2018

**TENIOSO B. LIBED**

*In-Charge, Property Division  
Office of the Court Administrator  
Supreme Court of the Philippines  
Tel. 525-1270; Telefax 525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

Description of Items and Specifications	Qty.	Unit Price	Total Bid Price
DOCKET BOOK, CRIMINAL, 250 pages, leaves are paged from 1-250	400 bks	₱470.00	₱188,000.00

The above quoted prices are inclusive of all costs and applicable taxes and valid for \_\_\_\_\_

30 day days.

Very truly yours,

Rosemarie G. Alvarez  
Signature over Printed Name

General Manager  
Position

MVA Printing Service  
Company Name

68 Yone St. Cubao C. C.  
Company Address

09216722636  
Contact No.

Mayor's Permit No. 11-501251-Sub. 13/2018  
DTI or SEC Registration Certificate No. 04047191  
PhilGEPS Registration No. 2007-210634



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**REQUEST FOR QUOTATION**  
**RFQ No. 016-04-11-18**  
**11 April 2018**

The Supreme Court of the Philippines, through the Property Division, Office of the Court Administrator (OCA), is requesting for a formal price quotation for the supply and delivery of docket book criminal, in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: Forty five (45) working days upon receipt of the Purchase Order

Delivery Place: Supreme Court of the Philippines/PhilPost Corp., Port Area, Manila

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on 18 April 2018**. Quotations submitted after the said deadline shall not be accepted.

Quotations must be valid for a period of sixty (60) calendar days from the date of submission.

Award shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein. Any interlineations, erasures or overwriting shall be void unless signed or initialled by the bidder or its duly authorized representative.

The Supreme Court shall have the right to inspect and / or test the goods to confirm their conformity to the technical specifications. Liquidated damages equivalent to one-tenth of one percent (0.0001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Supreme Court shall cancel the Purchase Order once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to other courses of action and remedies open to it. The Supreme Court reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Very truly yours,

A handwritten signature in black ink, appearing to read "Tenioso E. Libed".

**TENIOSO E. LIBED**  
In-Charge, Property Division,  
Office of the Court Administrator

## PRICE QUOTATION FORM

Date: APRIL 18, 2018**TENIOSO B. LIBED**

*In-Charge, Property Division  
Office of the Court Administrator  
Supreme Court of the Philippines  
Tel. 525-1270; Telefax 525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

Description of Items and Specifications	Qty.	Unit Price	Total Bid Price
DOCKET BOOK, CRIMINAL, 250 pages, leaves are paged from 1-250	400 bks	680.00	₱ 272,000.00

The above quoted prices are inclusive of all costs and applicable taxes and valid for \_\_\_\_\_

45

\_\_\_\_\_ days.

Very truly yours,

MAR FULLEDO  
Signature over Printed Name

PRODUCTION MANAGER  
Position

UNIWIN MULTI-PRINTING  
Company Name

MAGAT SALAMAT, PROJ 4  
Company Address

\_\_\_\_\_  
Contact No.

*4/18/18*  
*4/18/18*  
*4/18/18*

*4/18/18*

Mayor's Permit No. \_\_\_\_\_  
DTI or SEC Registration Certificate No. \_\_\_\_\_  
PhilGEPS Registration No. \_\_\_\_\_



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**REQUEST FOR QUOTATION**  
**RFQ No. 016-04-11-18**  
**11 April 2018**

The Supreme Court of the Philippines, through the Property Division, Office of the Court Administrator (OCA), is requesting for a formal price quotation for the supply and delivery of docket book criminal, in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: Forty five (45) working days upon receipt of the Purchase Order  
Delivery Place: Supreme Court of the Philippines/PhilPost Corp., Port Area, Manila

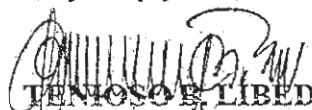
Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on 18 April 2018**. Quotations submitted after the said deadline shall not be accepted.

Quotations must be valid for a period of sixty (60) calendar days from the date of submission:

Award shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein. Any interlineations, erasures or overwriting shall be void unless signed or initialled by the bidder or its duly authorized representative.

The Supreme Court shall have the right to inspect and / or test the goods to confirm their conformity to the technical specifications. Liquidated damages equivalent to one-tenth of one percent (0.0001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Supreme Court shall cancel the Purchase Order once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to other courses of action and remedies open to it. The Supreme Court reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Very truly yours,

  
**TENIOSO B. LIBED**

*In-Charge, Property Division,  
Office of the Court Administrator*

## PRICE QUOTATION FORM

Date: April 18, 2018

**TENIOSO B. LIBED**

*In-Charge, Property Division  
Office of the Court Administrator  
Supreme Court of the Philippines  
Tel. 525-1270; Telefax 525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

Description of Items and Specifications	Qty.	Unit Price	Total Bid Price
<b>DOCKET BOOK, CRIMINAL, 250 pages, leaves are paged from 1-250</b>	400 bks	600.00	₱ 240,000.00

The above quoted prices are inclusive of all costs and applicable taxes and valid for 60 days.

Very truly yours,

*Armin B. Buan*  
ARMIN B. BUAN  
Signature over Printed Name

Proprietor  
Position

LJB Printing Services  
Company Name

39 B D & E Mopac rd. St. Q. City  
Company Address

4332094  
Contact No.

Mayor's Permit No. 08-004979  
DTI or SEC Registration Certificate No. 02036172  
PhilGEPS Registration No. 201-18743

## PRICE QUOTATION FORM

Date: April 18, 2018

**TENIOSO B. LIBED**

*In-Charge, Property Division  
Office of the Court Administrator  
Supreme Court of the Philippines  
Tel. 525-1270; Telefax 525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

Description of Items and Specifications	Qty.	Unit Price	Total Bid Price
DOCKET BOOK, CRIMINAL, 250 pages, leaves are paged from 1-250	400 bks	<u>600.00</u>	<u>₱ 240,000.00</u>

The above quoted prices are inclusive of all costs and applicable taxes and valid for 30 days.

Very truly yours,

[Signature] / LORENZINA B. SORIANO  
Signature over Printed Name

Proprietress  
Position

LIB Printing Service  
Company Name

39 B-D & E Magaymahal St Quezon  
Company Address

433 2094 / 426 0795  
Contact No.

Mayor's Permit No. 08-004979  
DTI or SEC Registration Certificate No. 02036172  
PhilGEPS Registration No. 2005-18743