



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

REQUEST FOR QUOTATION

RFQ No. 059-07-16-18

16 July 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 various office supplies, in accordance with Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: Thirty (30) calendar 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 July 20 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: _____

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
STAPLER, ordinary loading capacity: 200 staples (min); one time binding capacity of 2-20 sheets multi-purpose paper (70gsm); stapler pusher shall be a metal piece and not spring	490 units		
STAPLER, BIG punching capacity – 30 sheets of 70 gsm multi-purpose paper; with two whole guide; diameter of hole – 7mm (approx); the distance between the two holes shall be 70mm (+-0.5mm) center to center; the punching depth shall be 12mm (+-1mm)	98 units		
NUMBERING MACHINE, 6 DIGITS Automatic with stylus; Handle: black plastic handle; length: 4 cm; diameter: 3.3. cm; silver metal handle; length: 3cm; handle's over al height: 7 cm Body: silver metal body; length: 6.5cm; width: 5.5cm; overall handle and body height: 14 cm 6 wheels, constructed of all-metal components; 7 movements to number consecutive, duplicate, triplicate, quadruplicate, sextuple, repeat and 12 times; Includes ink and extra felts	196 units		
RECEIVING MACHINE Handle: black plastic with metal handle; Diameter: 3 cm Width: 8 cm Length: 7 cm Body: silver metal Length: 6.5 cm Width: 8.5cm Overall handle and body length: 14 cm 56x33 mm : 1 5/6" x 2 1/4 " Date: 4mm : 5/32 Multi-color impression Ink cartridge 1-colour 6/56 Ink cartridge 1-colour 6/56/2	98 units		

DATER Frame: steel and plastic or sturdy all plastic frame; Four band date and 12 year band; With locking mechanism; With self-inking stamp; With removal and refillable ink pad, single color Size of imprint: 30mm x 45mm (min)	196 units		
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The above quoted prices are inclusive of all costs and applicable taxes and valid for sixty (60) 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. _____