



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

REQUEST FOR QUOTATION
RFQ No. 017-03-13-20
13 March 2020

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 to be procured through shopping mode of procurement in accordance with the IRR of 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 **4:00 p.m. on 19 March 2020**. 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
SC Chief Judicial Staff Office,
Property Division,
Office of the Administrative Services, OCA

PRICE QUOTATION FORM

Date: _____

TENIOSO B. LIBED*SC Chief Judicial Staff Office,**Property Division,**Office of the Administrative Services, OCA**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
FASTENER Metal, non-corroding 70 mm between prolong With prongs forming and integral part of the base For paper use only Free from sharp or rough edges Able to hold 25 mm thick of multipurpose paper	900 boxes		
FOLDER WITH TAB, LEGAL SIZE Tagboard/carrier/foldcote/cupstock materials For legal size documents Leaf dimension 240mm x 365mm (\pm 1mm) Tab 13mm (\pm 2mm) Folder should be smooth finished and non-blot on both sides	1,320 boxes		
GLUE At least 200 grams Packed in plastic jar Cap should be plastic, non-stick and easy to open With tapered application attached	1,300 boxes		
PUNCHER With punching capacity of 30 sheets of 70gsm multipurpose paper With two-hole guide, 70mm each hole Distance between two holes should be 70mm (\pm 0.5mm) center-to-center With lever lock Receptacle base should not chip off, break and crack	600 units		
TAPE, TRANSPARENT, 24MM Width: 24mm (\pm 1mm) Usable length: 50 meters Base material: biaxially-oriented Polypropylene Adhesion strength: 6N/24mm (min.) Breaking strength: 14N/24mm (min.)	1,100 rolls		

CORRECTION TAPE Disposable Gear type dispensing mechanism Single line tape With adjusting and rewinding mechanism Film based Usable length of at least 7 meters Width 5mm (± 1mm) White color With protective cap Brand should be engraved/embossed/printed on the item	950 pieces		
CARBON FILM, LEGAL SIZE Polyethylene film material Black Size 216mm x 330mm (± 2mm) No trace of carbon offsetting on duplicate copies One hundred (100) sheets per box Brand shall be printed on the item	900 boxes		

Delivery date: Thirty (30) calendar days

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. _____