



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

REQUEST FOR QUOTATION

RFQ No. 005-02-06-19

6 February 2019

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 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 11 February 2019**. 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,


TESOSOLBAJIBED

*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
Envelope, Mailing, w/o window 70gsm, 500pcs/box (please see attach specifications)	1,786 boxes		
Pen, sign, 0.5mm needle tip, color: black, blue, red; 12pcs/box; liquid or gel (please see attached specifications)	2,703 pcs		
Folder w/tab, legal; 100pcs/pack (please see attached specifications)	493 packs		

Delivery Date: **Thirty (30) calendar days upon receipt of the Purchase Order**

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. _____

SPECIFICATIONS:

ENVELOPE MAILING W/O WINDOW

- Color: white/brown;
- Quality: bond paper;
- Basis weight: at least 70gsm;
- Front seal adhesive: remoistenable gum front seals reactivate with moisture;
- Envelope size: width: 105mm
Length: 241mm
- One (1) box (500 pieces per box)

FOLDER W/TAB, LEGAL

- Material: tagboard/carrier/foldcote/cupstock board
- For legal size documents
- Leaf dimension: 240mm x 365mm
- Tab: 13mm
- The folder shall be smooth-finished and non-blot on both sides using a permanent marker
- Packaging: one (1) pack (100 pieces per pack)

SIGN PEN, ASSORTED COLORS

- Ink color: black, blue, red
- Type: liquid or gel
- Tip: 0.5mm, needle type
- With non-slip rubber grip
- Packaging: twelve (12) pieces per box