



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

**Office of Administrative Services**

**REQUEST FOR QUOTATION**

**RFQ No. 023-09-25-20**

**25 September 2020**

**THIS FORM MUST BE SUBMITTED**

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 civil to be procured through "small value" mode of procurement in accordance with the IRR of Republic Act 9184, otherwise known as the Government Procurement Reform Act.

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

Delivery Place: Supreme Court of the Philippines, Padre Faura St., Ermita/PhilPOST Corp. SMED, 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 2 October 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,

  
**MARIA ROSARIO A. LABUGUEN**  
OCA Assistant Chief of Office  
Office of the Administrative Services, OCA

**PRICE QUOTATION FORM**  
**THIS FORM MUST BE SUBMITTED**

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

**MARIA ROSARIO A. LABUGUEN**  
*OCA Assistant Chief of Office*  
*Office of the Administrative Services, OCA*  
*Tel. 8525-1270; 8525-7036; 8536-9097*

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, CIVIL 250 pages (as per sample)	700 pcs		

**Delivery: Forty Five (45) calendar days**

**The above quoted prices are inclusive of all costs and applicable taxes and valid for sixty (60) calendar 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. \_\_\_\_\_