



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

**REQUEST FOR QUOTATION**  
**RFQ No. 026-05-19-21**  
**19 May 2021**

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 (PO)

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 May 28, 2021**. 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**  
*NOCA Assistant Chief of Office*  
*Office of the Administrative Services, OCA*

## PRICE QUOTATION FORM

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

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

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
Plastic Cover / Acetate <ul style="list-style-type: none"> <li>• Transparent</li> <li>• In roll</li> <li>• Thickness, At least .08mm</li> <li>• Width, at least 50 meters per roll</li> <li>• Shall be wound on a core of hard kraft paper board</li> </ul>	51 rolls		
Sticker Paper / Label <ul style="list-style-type: none"> <li>• A4 Size</li> <li>• Thickness should be at least 150 gsm</li> <li>• 20 sheets per pack</li> <li>• Waterproof</li> <li>• Can be used in all types of Inkjet printers</li> <li>• High quality coating and paper base</li> </ul>	510 pads		
Book Ends <ul style="list-style-type: none"> <li>• At least 17 cm in height and 12cm in width</li> <li>• Plate is preferably stamped, painted surface and smooth</li> <li>• With foam pad that prevents slipping</li> <li>• Thick design</li> <li>• Suitable for lawbooks</li> </ul>	306 pairs		
Book Stand <ul style="list-style-type: none"> <li>• Material can be wood or metal</li> <li>• Size should be at least 15x10x15</li> <li>• At least with three (3) position for reclining</li> <li>• High quality material</li> </ul>	102 units		

• With page holder			
XOXOXOX			

Delivery Date: **Thirty (30) calendar days**

**The above quoted process is 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. \_\_\_\_\_



No.	Court Library	Accession Record Book	Plastic Cover / Acetate	Sticker Paper/ Label	Book Ends	Step Ladder (3-4 steps)	Book Stand <del>(wood)</del>	
		Book	Roll	Pad	Pair	Unit	Unit	
1	Caloocan City	5	1	10	6	1	2	
2	City of Manila	5	1	10	6	0	2	
3	Makati City	5	1	10	6	0	2	
4	Marikina City	5	1	10	6	0	2	
5	Muntinlupa City	5	1	10	6	0	2	
6	Parañaque City	5	1	10	6	1	2	
7	Pasay City	5	1	10	6	0	2	
8	Quezon City	5	1	10	6	0	2	
9	Valenzuela City	5	1	10	6	0	2	
10	Dagupan City	5	1	10	6	1	2	
11	Lingayen, Pangasinan	5	1	10	6	1	2	
12	Urdaneta City	5	1	10	6	1	2	
13	Baguio City	5	1	10	6	0	2	
14	Laoag City	5	1	10	6	0	2	
15	Aparri, Cagayan	5	1	10	6	1	2	
16	Tuguegarao City	5	1	10	6	0	2	
17	Olongapo City	5	1	10	6	0	2	
18	Cabanatuan City	5	1	10	6	0	2	
19	San Fernando City, Pampanga	5	1	10	6	0	2	
20	Malolos City	5	1	10	6	0	2	
21	Angeles City	5	1	10	6	0	2	
22	San Pablo City	5	1	10	6	1	2	
23	Calamba City	5	1	10	6	1	2	
24	Lucena City	5	1	10	6	1	2	
25	Batangas City	5	1	10	6	1	2	
26	Iriga City	5	1	10	6	1	2	
27	Masbate City	5	1	10	6	0	2	
28	Tabaco City	5	1	10	6	1	2	
29	Naga City	5	1	10	6	1	2	
30	Daet, Camarines Norte	5	1	10	6	0	2	
31	Ligao City	5	1	10	6	1	2	
32	Legazpi City	5	1	10	6	1	2	
33	Kalibo, Aklan	5	1	10	6	0	2	
34	Bacolod City	5	1	10	6	1	2	
35	Iloilo City	5	1	10	6	1	2	
36	Roxas City	5	1	10	6	0	2	
37	Cebu City	5	1	10	6	1	2	
38	Lapu-Lapu City	5	1	10	6	0	2	
39	Dumaguete City	5	1	10	6	0	2	
40	Tagbilaran City	5	1	10	6	1	2	
41	Tacloban City	5	1	10	6	0	2	
42	Zamboanga City	5	1	10	6	0	2	
43	Pagadian City	5	1	10	6	1	2	
44	Dipolog City	5	1	10	6	1	2	
45	Cagayan De Oro City	5	1	10	6	0	2	
46	Butuan City	5	1	10	6	1	2	
47	Davao City	5	1	10	6	0	2	
48	Gen. Santos City	5	1	10	6	0	2	
49	Koronadal, South Cotabato	5	1	10	6	0	2	
50	Tagum City	5	1	10	6	1	2	
51	Iligan City	5	1	10	6	0	2	
Total Quantity		255	51	510	306	23	102	
Estimated unit cost		<b>350.00</b>	<b>1,100.00</b>	<b>350.00</b>	<b>700.00</b>	<b>3,500.00</b>	<b>850.00</b>	
Total Cost		89,250.00	56,100.00	178,500.00	214,200.00	80,500.00	86,700.00	
Grand Total								<b>₱ 705,250.00</b>