



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

REQUEST FOR QUOTATION

RFQ No. 013-04-19-21

19 April 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 April 23, 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

OCA 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
Marker, Permanent, Blue, Bullet type <ul style="list-style-type: none"> Ink Color: Blue Tip: Felt, bullet type Point: Medium Twelve (12) pieces per box 	2,500 pcs		
Paper Clip, Vinyl/Plastic Coated, 33mm <ul style="list-style-type: none"> Wire Diameter: 0.80mm (min) Length of Clip: 33mm (min) Total length of Wire Used: 102mm (min) Assorted Colors One hundred (100) pieces per box or 52 grams (min) (net of box) / Fifty boxes per carton 	3,000 pcs		
Note Pad, Stick-on, 2"x 3" <ul style="list-style-type: none"> Size: 50mm x 76mm (2" x 3") (min) Basis Weight: 70gsm (min) Sheet Thickness: 0.09mm (min) Brand shall be printed on the item Assorted colors One hundred (100) sheets per pad / Twelve (12) pads per pack 	2,500 pcs		

Tape, Transparent, 24mm <ul style="list-style-type: none"> • Width: 24mm (±1mm) • Usable Length: 50 meters • Base Material: Biaxially-oriented Polypropylene • Twelve (12) rolls per pack 	4,000 pcs		
Tape, Packaging, 48mm <ul style="list-style-type: none"> • Color: Tan • Width: 48mm (±1mm) • Usable Length: 50 meters • Base Material: Biaxially-oriented Polypropylene • Six (6) rolls per pack 	2,000 pcs		
Correction Tape <ul style="list-style-type: none"> • Disposable • Dispensing mechanism: Gear Type • Dispensing System: Single line tape • With mechanism for adjustment/rewinding • Tape Type: Film based Usable Length: 8 meters 	3,000 pcs		
(min) Width: 5mm (±1mm) Color: White opaque <ul style="list-style-type: none"> • Case Size: Manufacturer's standard Design: Manufacturer's standard • With protective cap Brand shall be engraved/ embossed/ printed on the item Fifty (50) pieces per box in individual blister pack			
Glue, all – purpose <ul style="list-style-type: none"> • Gross weight (min): 200 grams • Container: Plastic jar • Cap: plastic non-stick easy open wrist top • With tapered applicator attached to the cap • Packaging: Thirty six (36) jars per box 	2,000 pcs		

Rubber Band, No. 18 <ul style="list-style-type: none"> • 350 grams (min) (net weight) • Thickness: 1.00mm (min) • Lay Flat Length: 70mm (min) • Elongation: 250% (min) • Fifty (50) boxes per carton 	2,000 pcs		
Fastener, Metal, Non-sharp Edges <ul style="list-style-type: none"> • For paper • Metal, non-corroding • Thickness: Base with Prongs and Compressor: 0.30mm • Material: As per sample provided • Able to hold 25mm thick of Multipurpose Paper (70gsm) • 70mm between prongs • With prongs forming an integral part of the base • Fifty (50) sets per box / Ten (10) boxes per pack 	3,000 pcs		
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. _____