



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

PROPERTY DIVISION

REQUEST FOR QUOTATION
RFQ No. 015-04-01-22
01 April 2022

The Supreme Court of the Philippines, through the Property Division, Office of the Administrative Services (OAS), 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

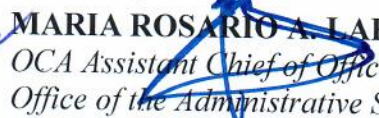
Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on April 8, 2022**. Quotations submitted after the said deadline shall not be accepted.

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
Record Book, 500 pages <ul style="list-style-type: none"> • White bond, Non-blot • Machine pre-numbered pages • Basis Weight: 55 gsm(-5%) • Thickness: 0.07mm • Size: L x W: 278mm x 175 mm • Material: Laminated Chipboard • Thickness: 1.5mm • With "Record Book" printed on the outside of front cover 	100 pcs		
Envelope, Expanding, Kraft <ul style="list-style-type: none"> • Smooth surface • Size: 380mm x 250mm (-3mm) • Expansion: 50mm (-3mm) • Thickness (min.): 0.38mm • With string and eyelet or elastic strap • One (1) box [100 pieces per box] 	1,000 pcs		
Envelope, Mailing, Kraft <ul style="list-style-type: none"> • Color: Brown • Quality: Kraft • Basis Weight: 80gsm ($\pm 5\%$) • Front Seal Adhesive: Remoistenable gum front seals reactivate with moisture. • One (1) box [500 pieces per box] 	100 boxes		

Paper Clip, Vinyl/Plastic Coated, 33mm	151 boxes		
<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 			
Paper Clip, Vinyl/Plastic Coated, 50mm	139 boxes		
<ul style="list-style-type: none"> • Wire Diameter: 1.0mm (min) • Length of Clip: 33mm (min) • Total length of Wire Used: 155mm (min) • Assorted Colors • One hundred (100) pieces per box or 120 grams (min) (net of box) / Fifty boxes per carton 			
Pad Paper, Yellow Ruled Pad	239 pads		
<ul style="list-style-type: none"> • Bond • Non-blot • Basis Weight: 55gsm (-5%) • Size: 216mm x .07mm (min.) • 90 sheets per pad • Color: Yellow • Ten (10) pads per bundle 			
Staple Remover	70 pcs		
<ul style="list-style-type: none"> • Material: Metal or combination of plastic and metal • Twenty-four (24) pieces per box 			
Tape, Transparent, 24mm	200 rolls		
<ul style="list-style-type: none"> • Width: 24mm (±1mm) • Usable Length: 50 meters • Base Material: Biaxially-oriented Polypropylene • Adhesion Strength: 6N/24mm (min) • Breaking Strength: 14N/24mm (min) • Twelve (12) rolls per pack 			

Paper, Multicopy, Legal <ul style="list-style-type: none"> • 80gsm (Min.) • Legal 216mm x 330mm (±2mm) • 500 sheets per ream • Five (5) reams per box 	500 reams		
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. _____