



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

REQUEST FOR QUOTATION
RFQ No. 025-04-20-22
20 April 2022

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 “**Negotiated Procurement (Emergency Cases)**” 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 26, 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
DATING AND STAMPING MACHINE (Please see attached technical specification)	102 units		
PUNCHER (Please see attached technical specification)	250 units		
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. _____

Technical Requirements for

DATING AND STAMPING MACHINE

PRODUCT SPECIFICATIONS

- Frame: Steel and plastic or sturdy all plastic frame
- Four band date and 12 year band
- With locking mechanism
- With self-inking stamp
- With removable and refillable ink pad, single color
- Size of Imprint: 30mm x 45mm (min)

PUNCHER, PAPER, HEAVY DUTY

Technical Specifications:

- Punching Capacity: 30 sheets of 70gsm Multipurpose Paper
- With two hole guide
- Diameter of Hole: 7mm (approx)
- Construction/Structure:
 - The operating lever, base and frame shall be connected to each other and be capable of smooth repetitive operation.
 - Easy insertion of paper
 - The distance between the two holes shall be 70mm (± 0.5 mm) center-to-center
 - The punching depth shall be 12mm (± 1 mm)
 - The puncher shall be provided with a lever lock
 - The receptacle base shall not chip off, break, crack, warp, or the like