



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

PROPERTY DIVISION

REQUEST FOR QUOTATION
RFQ No. 034-05-11-22
11 May 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: **Forty five (45)** 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 18, 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
• Cutter Blade	538 tubes		
• Cutter Knife	1,378 units		
• Glue, all-purpose	2,041 jars		
• Marker, Flourescent	2,449 pieces		
• Marker, Permanent	3,668 pieces		
• Notepad, Stick-on, 3 x 4	1,814 pads		
• Pencil, Lead w/ Eraser	880 boxes		
• Scissors	1,563 pairs		
• Staple wire, Standard	1,598 boxes		
• Tape Dispenser	1,478 units		
• Tape, Packaging, 48mm	2,428 rolls		

<ul style="list-style-type: none"> • Twine, Plastic (Please see attached technical specifications) 	1,357 rolls		
XOXOXOX			

Delivery Date: **Forty Five (45) 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. _____

Cutter Blade /

- Blade measurements
 - Length: 100mm (± 2 mm)
 - Width: 16mm (± 2 mm)
 - Thickness: 0.40mm (± 0.02 mm)
- With seven (7) easy snap off blade sections to provide new sharp cutting points.
- Packaging: Ten (10) pieces per tube/ Twenty (20) tubes per box

Cutter Knife /

- General purpose snap off blade cutter/ utility knife
- With anti-slip grip plastic molded body
- Blade measurements
 - Length: 100mm (± 2 mm)
 - Width: 16mm (± 2 mm)
 - Thickness: 0.40mm (± 0.02 mm)
- With built-in blade snapper
- With stainless steel blade sliding track
- With safety screw locking mechanism
- Twenty-four (24) pieces per box, individually wrapped

Glue, all - purpose /

- 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

Marker, Fluorescent /

- Barrel: Flat
- Tip: Chisel point
- Assorted colors
- Brand shall be engraved/embossed/printed on the item

Marker, Permanent, Black, Bullet type /

- Ink Color: Black
- Tip: Felt, bullet type
- Point: Medium
- Twelve (12) pieces per box

Notepad, Stick-on, 3 x 4 /

- Size: 76mm x 100mm (3"x4") (min)
- Basis Weight: 70gsm (min)
- Sheet Thickness: 0.09mm (min)
- Brand shall be printed on the item
- Any color

Pencil, Lead w/ Eraser /

- Wood cased
- Hardness: HB or 2
- Lead/Graphite Diameter: 2mm
- The eraser shall not be abrasive and shall provide clean erasures
- One (1) dozen per box / Twelve (12) boxes per pack

Scissors /

- Overall length: 160mm (min)
- Length of the Cutting Blade: 70mm (min)
- Thickness of the Cutting Blade: 1.70mm (min)
- Individually wrapped in plastic

Staple Wire, Standard /

- 5,000 wires per box
- Made of Steel Wire coated with zinc, copper or any equivalent anti-corrosion material
- Dimensions, in mm:
 - Width (W): 12.70 + 0.15mm/-0.20mm.
 - Leg Length (L): 6.00 + 0.50mm/-0.20mm
 - Thickness (D): 0.40 ± 0.05mm
 - Width (E): 0.50 ± 0.05mm
- Number of Wires per Strip: 100 (min)

Tape Dispenser /

- Heavy duty
- Net Weight (min.): 1.2Kg
- Body made of rigid plastic, smooth finish: weighted
- Non-skid full rubber base
- Serrated cutting blade thickness: 0.40mm ± 0.03mm

Tape, Packaging, 48mm /

- Color: Tan
- Width: 48mm (±1mm)
- Usable Length: 50 meters

- Base Material: Biaxially-oriented Polypropylene
- Six (6) rolls per pack

Twine, Plastic /

- Weight per roll (min.): 100g
- Breaking Strength(min): 25kg
- Packaging: ten (10) rolls per bundle