



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

PROPERTY DIVISION

**REQUEST FOR QUOTATION**  
**RFQ No. 043-05-31-22**  
**31 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 Criminal Docket Book to be procured through “**small value**” 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 June 7, 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 (0.001) 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,

  
**AMALIA A. ADAN**  
Officer-In-Charge (SC Chief Judicial Staff Officer)  
Property Division, OAS, OCA

**PRICE QUOTATION FORM**

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

**AMALIA A. ADAN***Officer-In-Charge (SC Chief Judicial Staff Officer)**Property Division, OAS, 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
Docket Book, CRIMINAL, 250 pages, green cover, as per sample (Book dimensions: (H)457mm x (W)304mm x (T)20mm)	800 books		
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. \_\_\_\_\_

<b>Court</b>	<b>Criminal Docket Book, 250 pages</b>
Metropolitan Trial Courts	300
Municipal Trial Courts in Cities	200
Municipal Trial Courts	200
Municipal Circuit Trial Courts	100
Total Quantity	800
Estimated Unit Cost	₱ 1,200.00
Total Cost	960,000.00

Prepared by:



Patricia Mariel J. Manalo  
Supply Officer I

## REQUISITION AND ISSUE SLIP

Entity Name: SUPREME COURT OF THE PHILIPPINES

Fund Cluster: \_\_\_\_\_

[illegible]

SUPREME COURT OF THE PHILIPPINES  
MANILA


STOCK POSITION SHEET

ARTICLE: DOCKET BOOK, CRIMINAL 250 PAGES Unit: PCS.  
Standard Stock Level: \_\_\_\_\_

	Quantity
1) Balance on hand.....	<u>75</u>
2) Item in transit.....	<u>0</u>
3) This requisition No .....	<u>300</u>
4) Total expected stock ...( sum of 1-3 ) .....	<u>375</u>
5) Monthly average consumption .....	<u>36</u>
6) Estimated No. of months to consume ( line 4 / line 5 ) .....	<u>10.42</u>

I certify to the fairness and reasonableness of the above data.

April 25, 2022  
Date

  
\_\_\_\_\_  
SUSAN M. VELASCO  
Head of Section  
Shipping & Delivery Section  
Property Division, OAS, OCA

## REQUISITION AND ISSUE SLIP

Entity Name: SUPREME COURT OF THE PHILIPPINES

Fund Cluster: \_\_\_\_\_

[illegible]

SUPREME COURT OF THE PHILIPPINES  
MANILA

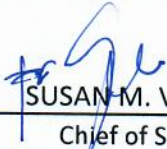
STOCK POSITION SHEET

ARTICLE: DOCKET CIVIL 250 PAGES Unit: PCS  
Standard Stock Level: \_\_\_\_\_

	Quantity
1) Balance on hand.....	<u>60</u>
2) Item in transit.....	<u>0</u>
3) This requisition No .....	<u>200</u>
4) Total expected stock ...( sum of 1-3 ) .....	<u>260</u>
5) Monthly average consumption .....	<u>30</u>
6) Estimated No. of months to consume ( line 4 / line 5 ) .....	<u>8.67</u>

I certify to the fairness and reasonableness of the above data.

April 22, 2022  
Date

  
\_\_\_\_\_  
SUSAN M. VELASCO  
Chief of Section  
Shipping & Delivery Section  
Property Division, OAS, OCA

### REQUISITION AND ISSUE SLIP

Entity Name: SUPREME COURT OF THE PHILIPPINES

Fund Cluster: \_\_\_\_\_

[illegible]

SUPREME COURT OF THE PHILIPPINES  
MANILA

STOCK POSITION SHEET

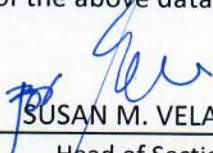
ARTICLE: DOCKET BOOK, CRIMINAL 250 PAGES Unit: PCS.  
Standard Stock Level: \_\_\_\_\_

	Quantity
1) Balance on hand.....	<u>48</u>
2) Item in transit.....	<u>0</u>
3) This requisition No .....	<u>200</u>
4) Total expected stock ...( sum of 1-3 ) .....	<u>248</u>
5) Monthly average consumption .....	<u>25</u>
6) Estimated No. of months to consume ( line 4 / line 5 ) .....	<u>9.92</u>

I certify to the fairness and reasonableness of the above data.

April 25, 2022

Date

  
\_\_\_\_\_  
SUSAN M. VELASCO

Head of Section

Shipping & Delivery Section

Property Division, OAS, OCA

### REQUISITION AND ISSUE SLIP

Entity Name: SUPREME COURT OF THE PHILIPPINES

Fund Cluster: \_\_\_\_\_

[illegible]

SUPREME COURT OF THE PHILIPPINES  
MANILA

STOCK POSITION SHEET

ARTICLE: DOCKET BOOK, CRIMINAL 250 PAGES Unit: PCS.  
Standard Stock Level: \_\_\_\_\_

	Quantity
1) Balance on hand.....	<u>26</u>
2) Item in transit.....	<u>0</u>
3) This requisition No .....	<u>100</u>
4) Total expected stock ...( sum of 1-3 ) .....	<u>126</u>
5) Monthly average consumption .....	<u>12</u>
6) Estimated No. of months to consume ( line 4 / line 5 ) .....	<u>10.50</u>

I certify to the fairness and reasonableness of the above data.

April 25, 2022

Date

  
SUSAN M. VELASCO

Head of Section

Shipping & Delivery Section

Property Division, OAS, OCA