

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 Judicia	l Staff Offi	cer)	3	
Property Division, OAS, OCA Tel. 8525-1270; Telefax 8525-7036				
After having carefully read Quotation, we are submitting our pro	and accep posal as fo	ted the terms	s and conditions i	n the Request fo
Description of Items and Specifications	Qty.	Unit Price	e 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			•	
The above quoted process is sixty (60) days.	s inclusive	S S	Very truly yours, Signature over Prin	
*			Company Address Contact No.	
			ė	
Mayor's permit No.				
DTI or SEC Registration Certificate N	lo			
PhilGEPS Registration No				

Court	Criminal Docket Book, 250 pages
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

Entity N	ame:	SUPREME COUF	CI OF THE PHIL	LIPPINES		_	Fund Cluster:	-	
Division: Office:	Shipping & Delivery Section, Property Div., OCA					Responsibility Center Code: RIS No.			
	Requisition				Stock A	Ivailable?	Issuance		
Stock No.				Quantity	Yes	No	Quantity	Remarks	
	pcs	Docket Book, CRIMINAL, 25 cover, as per sample (Book dir (H)457mm x (W)304mm x (T) ** nf **	mensions:	300					
Purpose:			for	· MeTC					
Signature: Printed Nan Designation Date:	ne:	SUSANM. VELASCO Supply Officer III	Approved by:			Issued by:	Rec	eived by:	

STOCK POSITION SHEET

ARTICLE:	DOCKET BOOK, CRIMINAL 250 PAGES	Unit:	PCS.
Standard	Stock Level:	-	
		Qua	ntity
1)	Balance on hand	7	5
2)	Item in transit	()
3)	This requisition No	30	00
4)	Total expected stock(sum of 1-3)	37	75
5)	Monthly average consumption	3	6
6)	Estimated No. of months to consume (line 4 / line 5)	10.	42
	I certify to the fairness and reasonableness of the above data	э.	
	to 411)	_	
	April 25, 2022 SUSAN M. VEL	ASCO	
	Date Head of Secti	on	
	Shipping & Delivery	Section	
	Property Division, C		

Division:	ane. SUPREME COURT OF THE PHILIPPINES						Responsibility Center Code:			
Office:						RIS No.				
	Requisition				Stock A	vailable?	Issi	Issuance		
Stock No.	Unit Description			Quantity	Yes	No	Quantity	Remarks		
	pcs	Docket Book, CRIMINAL, 25 cover, as per sample (Book dir H)457mm x (W)304mm x (T) ** nf **	imensions: Γ)20mm)	200						
								•		
Purpose:			for	МТСС						
	Re	quested by:	Approved by:			Issued by:	Receive	ed by:		
Signature: Printed Nam	e:	SUSAN M. VELASCO		15						
Designation: Date:		Supply Officer III								

STOCK POSITION SHEET

RTICLE:	DOCKET CIVIL 250 PAGES	Unit:	PCS
tandard	Stock Level:	_	
		Qua	ntity
1)	Balance on hand	6	0
2)	Item in transit)
3)	This requisition No	20	00
4)	Total expected stock(sum of 1-3)	26	60
5)	Monthly average consumption	3	0
6)	Estimated No. of months to consume (line 4 / line 5)	8.	67
	I certify to the fairness and reasonableness of the above date	ta.	
	April 22, 2022	LASCO	
	Date Chief of Sec	ction	
	Shipping & Delive	ery Section	
	Property Division	,OAS,OCA	

Entity N	lame:	SUPREME CO	URT OF THE PHI	LIPPINES		_	Fund Cluster:			
Division: Office:	_	Shipping & Delivery Section, Property Div., OCA					Responsibility Center Code: RIS No.			
	Requisition				Stock A	Ivailable?	Issua	nce		
Stock No.	Unit	Descripti		Quantity	Yes	No	Quantity	Remarks		
	pcs	Docket Book, CRIMINAL, cover, as per sample (Book (H)457mm x (W)304mm x (** nf **	dimensions: T)20mm)	200						
Purpose:			fo	r MTC						
Signature: Printed Nan		quested by:	Approved by:			Issued by:	Received	by:		
Designation Date:	:	Supply Officer III								

STOCK POSITION SHEET

ARTICLE:	DOCKET BOOK, CRIMINAL 250 PAGES	Unit:	PCS.
Standard	Stock Level:		
		Qua	ntity
1)	Balance on hand	4	8
2)	Item in transit	()
3)	This requisition No	20	00
4)	Total expected stock(sum of 1-3)	24	18
5)	Monthly average consumption	2	5
6)	Estimated No. of months to consume (line 4 / line 5)	9.9	92
	I certify to the fairness and reasonableness of the aboye da	ta.	
	April 25, 2022	LASCO	
	Date Head of Sec		
	Shipping & Delive	ry Section	
	Property Division		

Division: Office:							Responsibility Center Code: RIS No.			
Stock No.	Requisition				Stock A	Ivailable?	Icon	anaa		
	Unit Description			Quantity	Yes	No No	Quantity Remarks			
	pcs	Docket Book, CRIMINAL, 2 cover, as per sample (Book d (H)457mm x (W)304mm x (7 ** nf **	250 pages, green imensions: (Γ)20mm)	100			Quantity	Remarks		
Purpose:			for	МСТС						
Signature: Printed Nam Designation Date:	ne:	SUSAN M.VELASCO Supply Officer III	Approved by:			Issued by:	Receive	d by:		

STOCK POSITION SHEET

ARTICLE:	DOCKET BOOK, CRIMINAL 250 PAGES	Unit:	PCS.
Standard	Stock Level:		
		Quar	itity
1)	Balance on hand	26	5
2)	Item in transit	0	
3)	This requisition No	10	0
4)	Total expected stock(sum of 1-3)	12	6
5)	Monthly average consumption	12	
6)	Estimated No. of months to consume (line 4 / line 5)	10.5	50
	I certify to the fairness and reasonableness of the above da	ta.	
	April 25, 2022 Date Head of Sec	ASCO	
	Tread of Sec		
	Shipping & Delive	The state of the s	
	Property Division,	UAS,UCA	