



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

REQUEST FOR QUOTATION
RFQ No. 020-PMC-05-10-23
10 May 2023

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 “**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 May 17, 2023.** 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
Desk Tray <ul style="list-style-type: none"> • Double wire mesh 	170 pieces		
Eraser, Whiteboard <ul style="list-style-type: none"> • Eraser material = Felt • Overall size (L x W x H) (min.) = 125mm x 45mm x 19mm 	55 pieces		
Fastener <ul style="list-style-type: none"> • Plastic coated • 50 sets per box 	190 boxes		
Paper Clip, Medium <ul style="list-style-type: none"> • Vinyl coated • Size = 1 ¼" 	230 boxes		
Paper Clip, Large <ul style="list-style-type: none"> • Vinyl coated • Size = 2" 	220 boxes		
Ballpen, black <ul style="list-style-type: none"> • 50 pcs./box 	60 boxes		
Ballpen, blue <ul style="list-style-type: none"> • 50 pcs./box 	60 boxes		
Pen, Marking <ul style="list-style-type: none"> • Permanent • Black • Tip = Felt type 	445 pieces		

Pen, Sign Pen <ul style="list-style-type: none"> • Black • Fine pt. • V5 	1,100 pieces		
Pen, Whiteboard Marker <ul style="list-style-type: none"> • Blue • Tip = Felt type 	330 pieces		
Pencil <ul style="list-style-type: none"> • # 1 & 2 • 12 pcs. /box 	102 boxes		
Rubber band <ul style="list-style-type: none"> • # 18 • 350 gms. 	75 boxes		
Staple Wire Remover, Plier Type <ul style="list-style-type: none"> • Material: Metal or combination of plastic and metal • Twenty-four (24) pieces per box 	75 pieces		
Staple Wire, Standard <ul style="list-style-type: none"> • Copper • Standard wire 	275 boxes		
Tape Transparent <ul style="list-style-type: none"> • 1 inch • 50 meter 	330 rolls		
Scissor <ul style="list-style-type: none"> • Stainless • Plastic handle • Big 	95 pairs		
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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.

Please attached copy of:

Mayor's permit No. _____

DTI or SEC Registration Certificate No. _____

PhilGEPS Registration No. _____