



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

**REQUEST FOR QUOTATION**  
**RFQ No. 001-01-26-24**  
**26 January 2024**

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 for Court Libraries 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 / Airspeed Philippines Integrated Warehouse, Kaingin Road, Parañaque


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 February 02, 2024**. 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 TERESA O. DEMESA-RAZAL**  
OIC – Chief of Office  
Office of Administrative Services, OCA

## PRICE QUOTATION FORM

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

**MARIA TERESA O. DEMESA-RAZAL***OIC – Chief of Office**Office of 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
<b>Sticker Paper / Label</b> <ul style="list-style-type: none"> <li>• A4 Size</li> <li>• Thickness should be at least 150 gsm</li> <li>• 20 sheets per pack</li> <li>• Waterproof</li> <li>• Can be used in all types of Inkjet printers</li> <li>• High quality coating and paper base</li> </ul>	<b>510 pads</b>		
<b>Book Ends</b> <ul style="list-style-type: none"> <li>• At least 17 cm in height and 12cm in width</li> <li>• Plate is preferably stamped, painted surface and smooth</li> <li>• With foam pad that prevents slipping</li> <li>• Thick design</li> <li>• Suitable for lawbooks</li> </ul>	<b>260 pairs</b>		
<b>Book Stand</b> <ul style="list-style-type: none"> <li>• Material can be wood or metal</li> <li>• Size should be at least 15x10x15</li> <li>• At least with three (3) position for reclining</li> <li>• High quality material</li> <li>• With page holder</li> </ul>	<b>153 units</b>		
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. \_\_\_\_\_