



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

REQUEST FOR QUOTATION
RFQ No. 024-PMC-05-06-24
06 May 2024

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 Paper 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

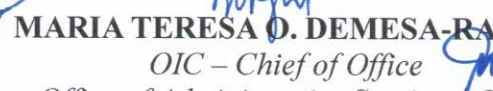
Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on May 13, 2024.** Quotations submitted after the said deadline shall not be accepted.

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
Record Book <ul style="list-style-type: none"> • 500pp. • Leatherette w/ no. page • #85 	345 pieces		
Envelope, Expanding <ul style="list-style-type: none"> • With garter • Brown • Legal 	5,500 pieces		
Envelope, Mailing <ul style="list-style-type: none"> • Kraft • 500 pcs. per box 	155 boxes		
Folder, Expanding <ul style="list-style-type: none"> • Green • Legal 	37 pieces		
Folder with Tab <ul style="list-style-type: none"> • Legal • 14 pts. • 100 pcs. per pack 	48 packs		
Paper, Multicopy, Letter <ul style="list-style-type: none"> • White • 8.5 x 11 • Subs. 24 	1,119 reams		
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.

Please attached copy of:

Mayor's permit No. _____

DTI or SEC Registration Certificate No. _____

PhilGEPS Registration No. _____