

Republic of the Philippines
Department of Justice
Regional Prosecution Office

Region XII
3rd floor Prosecutors Building
Hall of Justice Compound, General Santos Drive
Koronadal City
Telefax No. (083) 520-2641; Email: regionalprosecutionoffice12@gmail.com

REQUEST FOR QUOTATION

The Regional Prosecution Office XII (RPO XII), through the Bids and Awards Committee (BAC) is inviting interested parties to submit proposal/price quotation for the following project:

Name of Project : Supply and Delivery of Second and Third Quarter Office Supplies for National Prosecution Office XII
Location : Hall of Justice Compound, General Santos Drive Koronadal City
Approved Budget : PhP 264,200.22
for the Contract
Delivery Period : Seven (7) working days

The complete schedule of activities is listed as follows:

ACTIVITIES	SCHEDULE
Issuance of Price Quotation/Form	September 16-17, 2021
Submission of Proposal/Price Quotation	September 20, 2021 at 2:00 p.m.
Opening of Proposal/Price Quotation	September 20, 2021 at 2:30 p.m.

Please quote your lowest price on the item/s listed below, subject to the General Conditions indicated therein and submit your quotation duly signed by your representative to the BAC Secretariat in-charge of RFQ or through the authorized canvasser of this Department not later than **September 20, 2021**.

The office reserves the right to reject any or all proposals/price quotations, if there are defects therein, accepts the offer most advantageous to the government, and assumes no responsibility whatsoever to compensate or indemnify suppliers for any expenses incurred in the preparation.


WALLAD ABDANI J. PADATE
Assistant Regional Prosecutor
Chairperson, Bids and Awards Committee

ITEM NO.	QUANTITY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION	ABC (PESOS)	UNIT PRICE
1	68	bottles	ALCOHOL, ethyl, 68-72%, scented, 500 mL (-5mL)	2,963.44	
2	18	bottles	STAMP PAD INK, purple or violet, 50 mL min	567.36	
3	18	pads	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	667.08	
4	24	pads	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	1,422.72	
5	160	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm	21,299.20	
6	450	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	62,536.50	
7	24	pads	PAPER, PAD, ruled, size: 216mm x 330mm (\pm 2mm)	736.32	
8	5	box	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	490.25	
9	3	rolls	PAPER, THERMAL, 55gsm, size:216mmx1mmx30mm-0.3m	166.92	
10	10	books	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	707.20	
11	18	books	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	1,834.56	
12	6	packs	BATTERY, dry cell, AA, 2 pieces per blister pack	217.80	
13	6	packs	BATTERY, dry cell, AAA, 2 pieces per blister pack	118.38	
14	42	jars	GLUE, all purpose, gross weight: 200 grams min	2,608.20	
15	120	boxes	STAPLE WIRE, STANDARD, (26/6)	2,530.80	
16	6	rolls	TAPE, ELECTRICAL, 18mm x 16M min	112.02	
17	42	rolls	TAPE, MASKING, width: 24mm (\pm 1mm)	2,293.20	

18	30	rolls	TAPE, MASKING, width: 48mm (±1mm)	3,198.00	
19	24	rolls	TAPE, PACKAGING, width: 48mm (±1mm)	479.28	
20	60	rolls	TAPE, TRANSPARENT, width: 24mm (±1mm)	605.40	
21	20	rolls	TAPE, TRANSPARENT, width: 48mm (±1mm)	399.40	
22	6	rolls	TWINE, plastic, one (1) kilo per roll	349.44	
23	5	pcs	RULER, plastic, 450mm (18"), width: 38mm min	88.40	
24	3000	pcs	SURGICAL MASK, 3-ply	42,120.00	
25	1	pcs	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	2,650.83	
26	21	pcs	FLASH DRIVE, 16 GB capacity	3,516.24	
27	90	pcs	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	3,114.90	
28	30	boxes	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	271.50	
29	42	boxes	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	641.34	
30	42	boxes	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	873.60	
31	30	boxes	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	1,435.20	
32	150	pcs	CORRECTION TAPE, film base type, UL 6m min	2,103.00	
33	6	pcs	DATA FILE BOX, made of chipboard, with closed ends	463.20	
34	4	boxes	ENVELOPE, DOCUMENTARY, for A4 size document	2,692.36	
35	6	boxes	ENVELOPE, DOCUMENTARY, for legal size document	5,562.96	

36	60	pcs	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	1,829.40	
37	30	boxes	ENVELOPE, MAILING,white, 80gsm (-5%)	11,346.00	
38	6	boxes	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	5,715.84	
39	24	pack	FOLDER, TAGBOARD, for legal size documents	7,712.64	
40	6	pcs	MAGAZINE FILE BOX, LARGE size, made of chipboard	249.60	
41	42	sets	MARKER, FLUORESCENT, 3 assorted colors per set	1,960.56	
42	62	pcs	MARKER, PERMANENT, bullet type, black	556.76	
43	42	pcs	MARKER, PERMANENT, bullet type, blue	377.16	
44	18	pcs	MARKER, PERMANENT, bullet type, red	161.64	
45	18	boxes	PAPER CLIP, vinyl/plastic coat, length: 32mm min	139.68	
46	14	boxes	PENCIL, lead, w/ eraser, wood cased, hardness: HB	291.06	
47	30	boxes	RUBBER BAND, 70mm min lay flat length (#18)	3,285.00	
48	24	pcs	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	838.80	
49	2	pcs	CUTTER BLADE, for heavy duty cutter	29.64	
50	2	pcs	DATING AND STAMPING MACHINE, heavy duty	907.92	
51	4	pcs	PUNCHER, paper, heavy duty, with two hole guide	527.84	
52	12	pairs	SCISSORS, symmetrical, blade length: 65mm min	486.72	
53	5	pcs	STAPLE REMOVER, PLIER-TYPE	124.50	

54	6	pcs	TAPE DISPENSER, TABLE TOP, for 24mm width tape	385.20	
55	4	carts	INK CART, CANON PG-810, Black	3,120.00	
56	100	bottles	INK CART, EPSON C13T664100 (T6641), Black	24,960.00	
57	30	bottles	INK CART, EPSON C13T664200 (T6642), Cyan	7,488.00	
58	30	bottles	INK CART, EPSON C13T664300 (T6643), Magenta	7,488.00	
59	30	bottles	INK CART, EPSON C13T664400 (T6644), Yellow	7,488.00	
60	1	cart	INK CART, HP CC643WA, Tri-color	915.20	
61	2	cart	INK CART, HP CD887AA, Black	732.16	
62	5	pcs	CLEARBOOK, 20 transparent pockets, for LEGAL size	211.90	
63	15	pcs	ERASER, PLASTIC/RUBBER, for pencil draft/writing	66.30	
64	180	pcs	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	6,229.80	

BILLING ARRANGEMENT:

Payments will be settled via **(LDDAP – ADA) SEND BILL** through the Financial Service, Department of Justice, Manila.

General Conditions:

1. All entries must be legibly written;
2. Suppliers must indicate only one quote per item, multiple quotations are grounds for disqualification from participating in the procurement at hand;
3. Quoted prices must be inclusive of taxes and other charges of fees and shall not exceed the Approved Budget for the Contract (ABC);
4. Bidders must indicate warranties, and other terms and condition when applicable.

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices above and bind ourselves to deliver the above articles/merchandise within SEVEN (7) working days from the receipt of your Approved Purchase Order.

Canvassed by:

Supplier:

Taxpayer Identification No.

Name and Signature

Contact No.

PHILGEPS Registration No.