



REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

RFQ No. / Date: SVP-2024-065-04/ April 1, 2024

P.R. No. and Date: 24-03-299/ March 25, 2024

REQUEST for QUOTATION

The *Sandiganbayan*, through its Bids and Awards Committee, invites all eligible suppliers, contractors, and/or consultants to submit a quotation of their best offer for the item/s described below, subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

Qty	Unit	Description	Approved Budget for the Contract (ABC)
1000	pcs	<p>Case Folder</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Size: 9.5 x 14 • Colors: Two Colors, one side printing <p>(Please see attached Sample Format)</p>	Php 52,500.00
Delivery Period		Fifteen (15) working days upon approval of Final Manuscript	
Deadline of Submission		April 8, 2024/ 3:00 P.M.	

INSTRUCTIONS

Note: Failure to follow any of these instructions will automatically disqualify your entire quotation.

1. Suppliers must submit the following required documents as **Attachments** to their Quotation/Proposal:
 - a. Valid and current Mayor's/Business Permit
 - b. PhilGEPS Registration Number
 - c. Income/Business Tax Return¹
 - d. *Notarized Omnibus Sworn Statement (OSS), compliant with the latest GPPB template² (may be submitted prior to the issuance of a Notice of Award)*

If the supplier has previously submitted the above documents to the Sandiganbayan, please indicate the RFQ No. and the date of submission of such documents.³

¹ For ABC above Php500,000.00 (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)

² For ABC above Php50,000.00 (As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184)

³ Procuring Entities already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own

2. All entries must be typed or written in a clear and legible manner.

3. There shall be no alteration of the contents of this form, including its attachments. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:

- a. Terms of Payment
- b. Warranty; if applicable
- c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
- d. Delivery Period
- e. Price Validity Period
- f. Certificate of Exclusive Distributorship; if applicable
- g. Tax Identification Number (TIN)
- h. Use company letterhead for your quotation and address the same to:

ATTY. DASHELL C. YANCHA-PO
Chief Judicial Staff Officer
Procurement Management Division

4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable. **Upon receipt of the PO, the supplier shall submit the signed "Conforme" in the PO within two (2) calendar days.**

2. The submission of an alternate quotation/offer is not allowed. Suppliers who submit more than one (1) quotation shall be automatically disqualified.

3. All prices herein offered are valid, binding, and effective for thirty (30) calendar days from date of submission.

4. An alteration or amendment of the Terms and Conditions shall render the quotation as non-responsive/non-compliant, unless

such alteration or amendment is advantageous and beneficial to the Procuring Entity.

5. In case of a tie, the concerned parties will be informed and invited to a “drawing of lots” or any other similar method of chance, in accordance with GPPB Circular 06-2005 (*“Tie-Breaking Method”*).

6. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

7. The salient provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 on liquidated damages and imposition of administrative penalties shall be observed.

For any clarification, kindly contact Karlo Enrico S. Baguio or Vien Vee Vic P. Abila through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,



VIEN VEE VIC P. ABILA

Judicial Staff Officer III

Procurement Management Division

PRICE QUOTATION FORM

SANDIGANBAYAN BIDS AND AWARDS COMMITTEE

Sandiganbayan Centennial Building
Batasan Road, Quezon City

ATTN: PROCUREMENT MANAGEMENT DIVISION

Sir/Ma'am:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Qty	Unit	Description	Quote per unit	Total Quote
1000	pcs	Case Folder (see attached Sample Format)		
Delivery Date		Fifteen (15) working days upon approval of Final Manuscript		

INSTRUCTIONS

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name & Signature of Authorized Representative

Company Name

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number

Contact Number/s

Email Address

Date Issued