



REPUBLIC OF THE PHILIPPINES

Sandiganbayan

Quezon City

APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

RFQ No. / Date: S-2024-066-04 / April 05, 2024 (Shopping) 05 APR 2024
P.R. No. and Date: 24-02-116 / February 8, 2024
24-02-142 / February 5, 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).

Item No.	Qty	Unit	Description	Approved Budget for the Contract (ABC)
1	1	Lot	Various Office Supplies: a) 600 pcs. Sign Pen point 5 (300 pcs. black, 180 pcs. blue, 120 pcs. red) b) 480 pcs. Sign Pen point 10, retractable with rubber grip (300 pcs. black, 180 pcs. blue) c) 240 pcs. Permanent Marker (120 pcs. black, 60 pcs. blue, 60 pcs. red) d) 240 pcs. White Board Marker (120 pcs. black, 60 pcs. blue, 60 pcs. red) e) 100 rolls Masking tape 24mm f) 400 packs Battery, Dry Cell, Alkaline 1.5 Volts, Size AAA (2 pcs./blister pack) g) 300 packs Battery, Dry Cell, Alkaline 1.5 Volts, Size AA (2 pcs./blister pack) h) 200 boxes Staplewire, Heavy Duty 26/6 i) 30 boxes Staplewire, Heavy Duty no. 10 j) 50 boxes Carbon Film PE, black, size 216mm x 330mm k) 20 boxes Expanding Envelope, Kraft for legal size documents, 100 pcs. per box	Php 212,040.00
Note:			Award shall be on a "per-lot" basis.	
Delivery Period			Fifteen (15) working days from receipt of the Purchase Order (PO).	
Deadline of Submission			April 16, 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
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. **The supplier shall submit the signed "Conforme" in the PO within two (2) calendar days upon receipt thereof.**
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,



MARJORIE HAZEL R. COFINO
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:

Item No.	Qty	Unit	Description	Total Quote
1	1	lot	Various Office Supplies Items a) to k) <i>(Please see technical specifications in the RFQ.)</i>	
Delivery Period			Fifteen (15) working days from receipt of the Purchase Order (PO).	

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