



Republic of the Philippines  
Sandiganbayan  
Quezon City  
Telephone/Fax No. +632 8951-4514/ 8951-4599  
sandiganbayan\_supplysection@yahoo.com  
Contact Persons: *Thelma Marco/Joy Gallego/Connie Haplasca*

RFQ No.: 041-2023  
Date: February 22, 2023

### REQUEST for QUOTATION

The *Sandiganbayan*, through its Supply Section, Administrative Division, intends to undertake the following procurement project in accordance with Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184:

Item No.	Quantity	Description	Reference P.R. No.	Approved Budget for the Contract
1	1,000 reams	COUPON BOND SHORT, commercial size: 8 ½" x 11", 500 sheets per ream, 80 GSM with printing at the back, "SANDIGANBAYAN FOR OFFICIAL USE ONLY" as per sample as to materials and printing	23-02-133	247,000.00
2	2,500 reams	COUPON BOND LONG, commercial, size : 8 ½" x 13", 500 sheets per ream, 80 GSM with printing at the back "SANDIGANBAYAN FOR OFFICIAL USE ONLY" as per sample as to materials and printing		710,000.00
		<b>Note : THE ABOVE ITEMS ARE SUBJECT FOR GRAMMAGE TESTING</b>		
		<b>***nothing follows***</b>	<b>Total:</b>	<b>957,000.00</b>

#### INSTRUCTIONS

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

- Do not alter the contents of this form in any way.
- If another form is used other than the attach quotation form (ANNEX A), please include the following in your quotation:
  - Terms of Payment
  - Warranty; if any
  - Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
  - Delivery Period
  - Price Validity Period
  - Stock Availability
  - Certificate of Exclusive Distributorship; if any
  - Tax Identification Number (TIN)
  - Use company letterhead for your quotation and address to:  
*Atty. RITCHELLE M. DESINGAÑO-YRAÑELA*  
*Chief Judicial Staff Officer*  
*Administrative Division*
- All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 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

- 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.
- Delivery period shall be within fifteen (15) working days upon receipt of the PO.
- Failure of the supplier to deliver within the period stipulated shall make the supplier liable for the payment of the difference of the amount paid by the *Sandiganbayan* to the supplier quoting the next lower price and that offered by the delinquent supplier.

**APPROVED FOR POSTING**

**MA. TERESA S. PABULAYAN**  
Executive Clerk of Court IV

FEB 23 2023

5. Price Quotation/s must be valid for a period of thirty days (30) calendar days from date of submission, except for quotations for drugs and/or medicines which must be valid for fifteen (15) calendar days from date of submission.

6. Altering and/or amending the Terms and Conditions may be considered non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

7. In case of 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*").

8. 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.


9. The supplier warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.

10. Prior to award or payment, and subject to Item III, Annex "H" of the 2016 RIRR of R.A. No. 9184<sup>1</sup>, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements<sup>2</sup> :

- a. Valid and current Mayor's /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return<sup>3</sup>
- d. Omnibus Sworn Statement (OSS)<sup>4</sup>

11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The *Sandiganbayan* shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Very truly yours,



**THELMA M. MARCO**  
OIC – Property and Supply Section  
Administrative Division

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<sup>1</sup> 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 records, may no longer require its re-submission.

<sup>2</sup> Item II., Annex "H" of the 2016 RIRR of R.A. No. 9184.

<sup>3</sup> Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

<sup>4</sup> Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

**Price Quotation Form**

Administrative Division  
 Sandiganbayan  
 Sandiganbayan Centennial Building  
 Batasan Road, Quezon City  
 Attn: Supply Section

Sir:  
 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.	Quantity	Description	Supplier's Quotation
1	1,000 reams	COUPON BOND SHORT, commercial size: 8 ½" x 11", 500 sheets per ream, 80 GSM with printing at the back, "SANDIGANBAYAN FOR OFFICIAL USE ONLY" as per sample as to materials and printing	230.40 / Ream 230,400.00 Total
2	2,500 reams	COUPON BOND LONG, commercial, size : 8 ½" x 13", 500 sheets per ream, 80 GSM with printing at the back "SANDIGANBAYAN FOR OFFICIAL USE ONLY" as per sample as to materials and printing	247.20 / Ream 618,000.00 Total
<b>Note : THE ABOVE ITEMS ARE SUBJECT FOR GRAMMAGE TESTING</b>			<b>848,400.00</b>

The above-quoted price includes all costs and applicable taxes.  
 Very truly yours,

*Kristoffer Loquias*  
 Digitally signed by Kristoffer Loquias  
 email=kloquias@varyline.com  
 c=US  
 Date: 2023.02.27 10:02:17 +08:00

KRISTOFFER LOQUIAS

Name & Signature of Authorized Representative

VARYLINE CORPORATION

Name of Company

2 HUBBARD ST. FILINVEST I, BATASAN HILLS, QC  
 Company Address

007-963-373-000

Tax Identification Number (TIN)

368516

PhilGEPS Registration Number (required prior to award):

02-89310857

Contact Number/s

KLOQUIAS@VARYLINE.COM

Email Address



# PhilGEPS

Philippine Government Electronic Procurement System

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Philippine Government  
Procurement Opportunities

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9511607  
**Procuring Entity** SANDIGANBAYAN  
**Title** COUPON BOND PAPER WITH PRINTING AT THE BACK  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 23-02-133  <b>Trade Agreement:</b> Implementing Rules and Regulations  <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)  <b>Classification:</b> Goods  <b>Category:</b> Paper Materials and Products  <b>Approved Budget for the Contract:</b> PHP 957,000.00  <b>Delivery Period:</b> 15 Day/s  <b>Client Agency:</b>  <b>Contact Person:</b> Thelma M. Marco Purchaser Commonwealth Avenue, cor. Batasan Road, Quezon City Metro Manila Philippines 1121 63-2-89514599 63-2-89514514 sandiganbayan_supplysection@yahoo.com	<b>Status</b>	<b>In-Preparation</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	24/02/2023
	<b>Last Updated / Time</b>	23/02/2023 11:37 AM
	<b>Closing Date / Time</b>	28/02/2023 09:00 AM

**Description**

1 000 reams COUPON BOND SHORT, commercial size : 8 1/2" x 11", 500 sheets per ream  
 80 GSM with printing at the back, "SANDIGANBAYAN FOR OFFICIAL USE ONLY"  
 as per sample as to materials and printing

2 500 reams COUPON BOND LONG, commercial size : 8 1/2" x 13" , 500 sheets per ream  
 80 GSM with printing at the back, "SANDIGANBAYAN FOR OFFICIAL USE ONLY"  
 as per sample as to materials and printing

Note : The above items are subject for grammage testing.

**Created by** Thelma M. Marco  
**Date Created** 23/02/2023

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