



Republic of the Philippines
Sandiganbayan
Quezon City

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APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

September 1, 2020

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	3 units	Laminating Machine, Heavy Duty, 13"	19-06-416, 19-07-557	₱328,342.84
2	4 units	Fax Machine, Plain Paper	19-07-541, 19-06-416, 19-07-465, 19-08-643	
3	21 units	Paper Shredder, 10 sheets, Cross Cut	19-10-828, 19-07-503, 19-06-416, 19-07-465, 19-08-643, 19-07-595, 19-07-564, 19-07-557, 19-07-538, 19-07-544, 19-06-422, 19-06-419, 19-07-508, 19-06-417, 19-06-414, 19-06-383, 19-06-381, 19-11-855	
4	1 unit	Binding Machine: 21 holes with 3X8mm size, 450 sheets max binding capacity	19-06-416	
5	4 units	Units Paper Cutter at least legal size	19-10-828, 19-07-503, 19-08-643	
		nothing follow		
			Total:	₱328,342.84


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.
2. Delivery period shall be within fifteen (15) working days upon receipt of the PO.
3. 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.
4. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment shall be made after said inspection and acceptance of items supplied, subject to the usual auditing rules and procedures, and further subject to Item No. 11 of this Terms and Conditions.
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 payment, and subject to Item III, Annex "H" of the 2016 RIRR of R.A. No. 9184¹¹, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements¹² :

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

Very truly yours,


THELMA M. MARCO
OIC-Property and Supply Section

¹¹ 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.

¹² Item II., Annex "H" of the 2016 RIRR of R.A. No. 9184.

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	3 units	Laminating Machine, Heavy Duty. 13"	
2	4 units	Fax Machine, Plain Paper	
3	21 units	Paper Shredder, 10 sheets, Cross Cut	
4	1 unit	Binding Machine: 21 holes with 3X8mm size, 450 sheets max binding capacity	
5	4 units	Units Paper Cutter at least legal size	
		Total:	
		nothing follows	

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

Very truly yours,

 Name & Signature of Authorized Representative

 Name of Company

 Company Address

 Contact Number/s

 Email Address