



Republic of the Philippines
Department of Justice
OFFICE OF THE REGIONAL PROSECUTOR
Region IX,
Room 102, Hall of Justice, Zamboanga City

(Company)

Validity Offer: _____

(Address)

Delivery Period: 30 days

Telephone No. /Fax No. /Email Address

Terms of Payment: Gov't Procedure

Store Manager/ Store Owner

REQUEST FOR QUOTATION OF PRICES


QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
100	Reams	PAPER, bond paper, 8.5 x 13, substance 16		
100	Reams	ONIONSKIN, long, (8.5x13), S-8, superfine		
800	Pieces	BALLPEN, black		
100	Pieces	CORRECTION FLUID, water based		
60	Pieces	RIBBON, Typewriter Ribbon, all black		
50	Boxes	STAPLE WIRE, No. 10, standard		
5	Reams	CSC FORM No. 48, Daily Time Record		
45	Pieces	STAPLER, No. 10, standard type		
200	Pieces	LEAVE CARD		
4	Pieces	INK CARTRIDGE, HP 60, black,		
2	Pieces	INK CARTRIDGE, HP 60, tri-colr		
90	Pieces	INK CARTRIDGE, EPSON T6641, (Black)		
21	Pieces	INK CARTRIDGE, EPSON T6642, (Cyan)		
21	Pieces	INK CARTRIDGE, EPSON T6643, (Magenta)		
21	Pieces	INK CARTRIDGE, EPSON T6644, (Yellow)		
		TOTAL		

TERMS AND CONDITIONS

- Prices quoted must be final upon submission of the quotation and shall be inclusive of taxes and other charges and shall not exceed the Approved Budget for the Contract (ABC).
- Bidders must indicate warranties, and other terms and conditions when applicable.
- Suppliers/Bidders who passed and with the lowest bid shall be informed immediately by any fastest means after opening of quotations by the Bids and Awards Committee.
- Suppliers/Bidders shall issue official receipt based upon invoicing regulations by the BIR.
- Billing arrangements will be settled via **Send Bill** through the Finance Division, Department of Justice, Manila
- Payment process shall follow after delivery of the items.

This Office hereby reserves the right to reject any or all offers, or accept such offer deemed most economical and advantageous to the Government.

Very truly yours,


ARP EVA AIREEN M. CABAVEDO
Chairperson, BAC ORP-Region IX

ADDITIONAL REQUIREMENTS TO SUBMIT WITH RFQ FORM:

- Certified True Copy of the Mayor's Permit/BIR Certificate of Registration
- Certified True Copy of SEC/DTI Registration
- Certified True Copy of PhilGEPS Registration Number
- Omnibus Sworn Statement (duly notarized)

LOOK FOR:

BAC - Secretariat (Glo / Marlon)
Telephone No. (062) 991-0257; (062) 983-1412
Email Address: orpreion9@gmail.com