



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
OFFICE OF THE REGIONAL PROSECUTOR
REGION IX
ROOM 102, HALL OF JUSTICE, ZAMBOANGA CITY

(Company)

(Address)

Telephone No. /Fax No. /Email Address

Store Manager/ Store Owner

Validity Offer: _____

Delivery Period: 30days

Terms of Payment: Gov't Procedure

REQUEST FOR QUOTATION OF PRICES

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
4	Pieces	JR. EXECUTIVE TABLE, (30x54), wood, w/front drawer, 3 drawers on both sides, plain finish		
8	Pieces	CLERICAL TABLE, (24X42), wood, w/front drawer, 2 drawers on the right side, plain finish		
6	Pieces	JR EXECUTIVE SWIVEL CHAIR, high back, fiber		
10	Pieces	CLERICAL SWIVEL CHAIR, low back, fiber		
1	Pieces	STORAGE STEEL FILING CABINET, vertical, gauge 20		
8	Boxes	COMPUTER PRINTER, INKJET, TANK		

TERMS AND CONDITIONS

1. 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).
2. Bidders must indicate warranties, and other terms and conditions when applicable.
3. 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.
4. Suppliers/Bidders shall issue official receipt based upon invoicing regulations by the BIR.
5. Billing arrangements will be settled via **Send Bill** through the Finance Division, Department of Justice, Manila
6. 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. CAVEDO

Chairperson, BAC ORP-Region IX

ADDITIONAL REQUIREMENTS TO SUBMIT WITH RFQ FORM:

1. Certified True Copy of the Mayor's Permit/BIR Certificate of Registration
2. Certified True Copy of SEC/DTI Registration
3. Certified True Copy of PhilGEPs Registration Number
4. Omnibus Sworn Statement (duly notarized)

LOOK FOR: BAC Member (Glo)

Telephone No. (062) 991-0257; (062) 983-1412

Email Address: orpregion9@gmail.com