



Republic of the Philippines  
Department of Justice  
**REGIONAL PROSECUTION OFFICE**  
REGION I  
City of San Fernando, La Union

Telefax: (072) 242 - 7311

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### **REQUEST FOR QUOTATION**

The Department of Justice (DOJ), through the Bids and Awards Committee (BAC) of the National Prosecution Service-Region I (NPS Region I), will undertake a Small Value Procurement for the following projects, in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, to wit:

LOT NO.	PROJECT/ACTIVITY	APPROVED BUDGET FOR THE CONTRACT
LOT 1	Purchase of Various Office Supplies	Php 240, 524.00
LOT 2	Purchase of Various Consumables for Printers	Php 123, 720.00

- Delivery Period – 45 calendar days upon receipt of Purchase Order
- Awarding of Contract shall be made on a *per lot basis*

Interested suppliers are invited to quote their best offer for the item/s described herein subject to the Terms and Conditions provided. Schedule of activities are as follows:

Issuance of Price Quotations: September 8, 2020

Submission of Price Quotation: September 11, 2020 at 2:00 pm

Additional requirements to be submitted along with the proposal:

1. Copy of 2020 Mayor's Business Permit
2. Philgeps Registration Number
3. Duly notarized Omnibus Sworn Statement (to be submitted prior to award)
4. Income/Business Tax Return

Open quotation may be submitted, manually or through facsimile or email at the address and contact numbers indicated below. For any clarification, you may contact us at:

Telefax: (072)-700-0770 / 242-7311

Email address: [orp01@doj.gov.ph](mailto:orp01@doj.gov.ph)

September 7, 2020.

Very truly yours,

**CHRISTOPHER A. SORIANO**

Deputy Regional Prosecutor  
Chairperson, BAC

National Prosecution Service, Region I

## **TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in the quotation form.
2. Price quotation/s shall be in Philippine Peso and shall include all taxes, duties and/or levies payable.
3. This office hereby reserves the right to reject any or all offers, accepts the offer most advantageous to the government, and assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. Liquidated damages equivalent to one tenth of one percent of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DOJ-RPO1 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.
8. Goods delivered to this office are subject to inspection to confirm their conformity to the technical specifications by the Inspection Committee of NPS- Region 1. Payment therefore will be effected only after the said inspection and acceptance of the item and subject to the usual audit requirements.
9. The mode of payment shall be SEND BILL ARRANGEMENT. Payment will be processed within a minimum period of 30 working days after submission of complete supporting documents.