



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

Telefax: (072) 242 - 7311

E-mail Address: orp01@doj.gov.ph

Website: www.doj.gov.ph

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 NUMBER	PROJECT/ACTIVITY	APPROVED BUDGET FOR THE CONTRACT
1	Purchase of Various Office Supplies	Php 534, 126.60
2	Purchase of PC Accessories – (Flash drives)	Php 19, 360.00
3	Purchase of Various Consumables for Printers	Php 267, 415.50

- Delivery Period – 45 calendar days upon receipt of Purchase Order

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: March 12, 2020

Submission of Price Quotation: March 17, 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

March 11, 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, as defined in Republic Act No. 9184 and its implementing Rules and Regulations, delivered to this office are subject to inspection by the Auditor of the Commission on Audit or his duly authorized representative. 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.