



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: 30 days

Terms of Payment: Gov't Procedure

REQUEST FOR QUOTATION OF PRICES


QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
200	Reams	Paper, Bond Paper, 8.5x13, substance 16		
757	Pieces	Ballpen, Black		
100	Pieces	Correction Fluid, water based		
36	Boxes	Flash Drive, 16GB Capacity (USB)		
60	Pieces	Ribbon, Typewriter Ribbon, all Black		
50	Boxes	Staple Wire, No. 10, Standard type		
8	Reams	CSC Form No. 48, Daily Time Record		
40	Pieces	Stapler, No. 10, Standard Type		
200	Pieces	Leave Card		
205	Pieces	Ink Cartridge, Epson T6641 (Black)		
33	Pieces	Ink Cartridge, Epson T6642 (Cyan)		
33	Pieces	Ink Cartridge, Epson T6643 (Magenta)		
33	Pieces	Ink Cartridge, Epson T6644 (Yellow)		

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 AIREN M. CADAVEDO
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