

**Republic of the Philippines**  
**Department of Justice**  
Office of the Regional Prosecutor  
Region V

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(Company)

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(Address)

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Telephone No. / Fax No./Email Address

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Store Manager / Store Owner

Validity Offer: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

**REQUEST FOR QUOTATION OF PRICES**

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
550	ream	Bookpaper, A4, 80gsm	P _____	P _____
70	ream	Bookpaper, Long 70 gsm	P _____	P _____
1260	ream	Bookpaper, Long 80gsm	P _____	P _____
52	piece	Official Record Book 300 pages	P _____	P _____
54	piece	Official Record Book 500 pages	P _____	P _____
11	pack	Battery AA, 2 pcs per pack	P _____	P _____
10	pack	Battery AAA, 2 pcs per pack	P _____	P _____
123	piece	Glue, allpurpose 200g	P _____	P _____
20	box	Staple wire 23/13	P _____	P _____
115	box	Staple wire standard	P _____	P _____
70	roll	Tape, Masking 24mm	P _____	P _____
50	roll	Tape Masking 48mm	P _____	P _____
140	roll	Tape Transparent 48mm	P _____	P _____
60	roll	Tape Transparent 24mm	P _____	P _____
10	roll	Twine, plastic, 1kg	P _____	P _____
30	box	Clip, backfold. 50mm	P _____	P _____
350	piece	Correction Tape	P _____	P _____
19	piece	Data File Box	P _____	P _____
14	box	Envelope, documentary for legal size document	P _____	P _____
64	box	Fastener, Metal	P _____	P _____
3	pack	Folder, Pressboard long	P _____	P _____
70	pack	Folder, Tagboard, long	P _____	P _____
70	pack	Marker, flourescent, 3 pieces per set	P _____	P _____
68	piece	Marker, permanent, blue, fine	P _____	P _____
100	bottle	Cleaner, toilet, bowl and urinal 900ml	P _____	P _____
70	pack	Cleaner, scouring powder 350g	P _____	P _____
90	bottle	Disinfectant Spray, aerosol type 340g	P _____	P _____
140	bottle	Hand soap, liquid 500ml	P _____	P _____
5000	piece	Surgical Mask, 3 ply	P _____	P _____
70	pack	Trashbags 30" x 37"	P _____	P _____
350	bottle	Alcohol, 70% isopropyl 500ml	P _____	P _____
250	piece	Coverall non sterile, protective medical grade	P _____	P _____
<b>Total</b>				P _____

**IMPORTANT CONDITIONS**

- 1 All quotations submitted to this office are considered of the items specified above the prices quoted hereon. In the event that the offer is accepted, Purchase Order for the items above mentioned will be sent to the dealer concerned, advising them of such acceptance, the date of delivery of the said item, and the availability of the funds needed for this purpose.
- 2 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.
- 3 This office hereby reserves the right to reject any or all offers, or accept such offer if it may consider most economical and advantageous to the government.

Very truly yours,



**JOYCE O. GUERRERO**

*Assistant Regional Prosecutor*

Acting Chairperson- BAC National Prosecution Service  
Region V

LOOK FOR

**JANNET A. BALUTE**

*BAC Secretariat*

*Telefax – (052)742-5016*

*Note: Pls. include your VAT*

Additional Requirements to submit together with the RFQ Form:

1.  Certified true copy of 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.