



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

**REQUEST FOR QUOTATION**  
(SVP21-12-09)

The Department of Justice, through its Bids and Awards Committee, is inviting interested parties to submit a proposal/price quotation for the following project:

Name of Project	:	<b>Catering Service for 53 Pax including Physical Arrangement (Tables and Chairs Full Set-up) for 2021 Legal Staff Year-End Assessment Workshop</b>
Location	:	Department of Justice Padre Faura Street, Ermita, Manila
Approved Budget for the Contract:	:	₱ 73,600.00
Delivery Period	:	December 20, 2021
Specifications	:	See attached Annex "A" for the Technical Specifications

The complete schedule of activities is listed as follows:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Issuance of Price Quotation/Form	December 14-17, 2021
Submission of Proposal/Price Quotation	Until December 17, 2021 at 2:00 p.m.
Opening of Proposal/Price Quotation	December 17, 2021 at 2:30 p.m.

Interested suppliers are required to submit their company profile showing their legal, technical and financial capability to undertake the aforementioned project, valid and current Mayor's Permit, Omnibus Sworn Statement, PhilGEPS Registration Number or PhilGEPS Platinum Membership, whichever is applicable, upon submission of their proposal or price quotation.


The proposal or price quotation together with the above-mentioned requirements may be submitted in a sealed envelope manually or by registered mail, to the Chairperson, Bids and Awards Committee, Room 112, Ground Floor, De las Alas Hall, DOJ Compound, Padre Faura Street, Ermita, Manila. The date of actual receipt shall be considered as the date of submission. The same may also be submitted **electronically** to [bac-secretariat@doj.gov.ph](mailto:bac-secretariat@doj.gov.ph) copy furnished the Procurement Management Division at [pmd@doj.gov.ph](mailto:pmd@doj.gov.ph). The suppliers who will opt to submit electronically must comply with the following conditions:

1. The proposal or price quotation must be in an archive format and password protected;
2. Include in their email the name of their authorized representative/s and his/her telephone/mobile number which the BAC may call during the opening and evaluation of quotations; and
3. The bidder's representative/s must disclose the password ONLY during the scheduled opening of quotations.

The Price Quotation Form may be downloaded through <https://www.doj.gov.ph/forms.html>. Further, Prospective suppliers/bidders must fill-out the Price Quotation Form completely with the corresponding unit price of each item and the total price of the required quantities.

The Department of Justice reserves the right to reject any or all proposals/price quotations which are incomplete/defective, to accept 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.

13 December 2021

  
**MARGARET V. CASTILLO-PADILLA**  
*Assistant Secretary*  
Chairperson, Bids and Awards Committee