



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

**REQUEST FOR QUOTATION**  
(SVP21-10-03rp)

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 : **Procurement of Hauling Services for the transfer of office location of the Office for Alternative Dispute Resolution (OADR)**
- Location : **From OADR 6th Floor, JDC Center Building, Engracia Reyes St., Ermita, Manila to National Food Authority, Visayas Warehouse, Visayas Ave., Brgy. Vasra, Quezon City**
- Approved Budget for the Contract: **₱ 100,000.00**
- Delivery Period : **Five (5) calendar days**
- 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	November 15 – 19, 2021
Submission of Proposal/Price Quotation	Until November 19, 2021 at 2:00 p.m.
Opening of Proposal/Price Quotation	November 19, 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 and 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, Delas 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.

09 November 2021



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