



Republic of the Philippines  
DEPARTMENT OF JUSTICE  
**Regional Prosecution Office XI**  
Ecoland, Davao City

Purchase Quotation No.: 2021-PQ-08

## REQUEST FOR QUOTATION

The Regional Prosecution Office XI (RPO XI), through the Bids and Awards Committee (BAC) is inviting interested parties to submit proposal/price quotation for the procurement of office supplies:

Name of Project : Supply and Delivery of office supplies  
for the National Prosecution Service XI

Location : Room 205 Hall of Justice Building, Candelaria Avenue  
Ecoland, Davao City

Approved Budget : **₱ 380,376.93**  
for the Contract

Delivery Period : **Ten (10) working days**

The complete schedule of activities is listed as follows:

ACTIVITIES	SCHEDULE
Issuance of Price Quotation/Form	03 May 2021 to 07 May 2021
Submission of Proposal/Price Quotation	07 May 2021 @2:00pm
Opening of Proposal/Price Quotation	07 May 2021 @2:30pm

**BILLING ARRANGEMENT:**


Payments will be settled via (LDDAP – ADA) **SEND BILL** through the Financial Service, Department of Justice, Manila.

**General Conditions:**

1. All entries must be legibly written;
2. Suppliers must indicate only one quote per item, multiple quotations are grounds for disqualification from participating in the procurement at hand;
3. Quoted prices must be inclusive of taxes and other charges of fees and shall not exceed the Approved Budget for the Contract (ABC);
4. Bidders must indicate warranties, and other terms and condition when applicable.

Please quote your lowest price on the item/s listed in the succeeding pages, subject to the General Conditions indicated therein and submit your quotation duly signed by your representative to the BAC Secretariat in-charge of RFQ or thru the authorized canvasser of this Department not later than **07 May 2021**.

This office shall reserve the right to reject any or all proposals/price quotations, if there are defects therein, accepts the offer most advantageous to the government, and assumes no responsibility whatsoever to compensate or indemnify suppliers for any expenses incurred in the preparation.

  
**ROBERT MICHAEL N. RAZON**  
Sr. Assistant Regional Prosecutor  
**Chairperson** – Bids and Awards Committee