



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

**Bids and Awards Committee**

2021-05-015

**REQUEST FOR QUOTATION**

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 : Printing of Leave Card, Bin Card, DOJ Letterhead  
OADR customized certificate holder

Location : Department of Justice  
Padre Faura Street, Ermita Manila

Approved Budget : P420,255.00  
for the Contract

Delivery Period : 30 calendar days

Specifications : See attached Annex A for the Technical Specifications

The complete schedule of activities is listed as follows:

ACTIVITIES	SCHEDULE
Issuance of Price Quotation/Form	June 4 – 9, 2021
Submission of Proposal/Price Quotation	June 9, 2021 at 2:00 p.m.
Opening of Proposal/Price Quotation	June 9, 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, Income/Business Tax Return, PhilGEPS Registration Number or PhilGEPS Platinum Membership, whichever is applicable and Omnibus Sworn Statement, upon submission of their proposal or price quotation. **Price Quotation Form may be downloaded through <https://www.doj.gov.ph/forms.html>**


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 the telephone/mobile number which the Bids and Awards Committee 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 Department of Justice reserves the right to reject any or all proposals/price quotations if there are defects therein, 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.

June 2, 2021

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