



DEPARTMENT OF JUSTICE
Regional Prosecution Office XI
Hall of Justice, Ecoland, Davao City



Purchase Quotation No.: **2022-RENT-01**

REQUEST FOR QUOTATION

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

Name of Project : **Rental of Bodega or Office Space (Early Procurement Activity)**
Approved Budget : **₱ 40,000.00/Month (₱480,000.00 Annually)**
for the Contract
Delivery Period : **January 1, 2023 to December 31, 2023**

The complete schedule of activities is listed as follows:

ACTIVITIES	SCHEDULE
Issuance of Price Quotation Form	08-13 November 2022
Submission of Proposal/Price Quotation	14 November 2022 @ 2:00pm
Opening of Proposal/Price Quotation	14 November 2022 @ 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;
5. Suppliers shall have the option of submitting a proposal on any or all items and evaluation and contract award will be undertaken on a per item basis, if applicable;
6. Upon submission of proposal, interested suppliers are required to submit the following documents showing their legal, technical and financial capability to undertake the aforementioned procurement:
 - a. Valid and current Business/Mayor's Permit;
 - b. PhilGEPS Registration Number or PhilGEPS Platinum membership, whichever is applicable;
 - c. Income/Business Tax Return (for ABCs above Php500k); and
 - d. Omnibus Sworn Statement (GPPB-prescribed forms).

Please quote your lowest price on the item/s listed in the Price Quotation Form (Annex A), subject to the General Conditions indicated above, and submit your proposal/price quotation duly signed by your representative to the BAC Secretariat or thru the authorized canvasser of this Department not later than **14 November 2022 @ 2:00pm**.

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


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