

Republic of the Philippines
Department of Justice
Office of the Regional Prosecutor
Region V

(Company)
(Address)
Telephone No. / Fax No./Email Address
Store Manager / Store Owner

Validity Offer:	
Delivery Period:	
Terms of Payment:	Based on DOJ timeline (Min.30 CD)

REQUEST FOR QUOTATION OF PRICES

QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
500	piece	Correction Tape 8m	P _____	P _____
24	box	Envelope, Documentary, Legal, Brown	P _____	P _____
9	box	Envelope, Expanding Kraft, Legal, Brown	P _____	P _____
107	piece	Glue, all purpose 120g	P _____	P _____
32	piece	Marker, Whiteboard, felt tip, bullet type, black	P _____	P _____
59	pad	Note Pad, stick on, 3" x 3"	P _____	P _____
77	pad	Note Pad, stick on, 3" x 4"	P _____	P _____
32	piece	Notebook Stenographer	P _____	P _____
1080	ream	Paper, Multicopy, 80gsm, Legal 216mm x 330mm	P _____	P _____
50	book	Record Book, 300 pages	P _____	P _____
103	book	Record Book, 500 pages	P _____	P _____
58	box	Staple wire, standard #35	P _____	P _____
8	roll	Twine, plastic, 1 kg	P _____	P _____
13	piece	Data File Box	P _____	P _____
18	pack	Battery AAA, dry cell 2/pack	P _____	P _____
12	pack	Battery AA, dry cell 2/pack	P _____	P _____
1	piece	External Hard Drive 1TB 2.5HDD, USB3.0	P _____	P _____
130	piece	Marker, Permanent, Black, Bullet Type	P _____	P _____
94	piece	Marker, Permanent, Blue, Bullet Type	P _____	P _____
90	piece	Marker, Permanet, Red, Bullet Type	P _____	P _____
12	box	Rubber band #18	P _____	P _____
Total				P _____

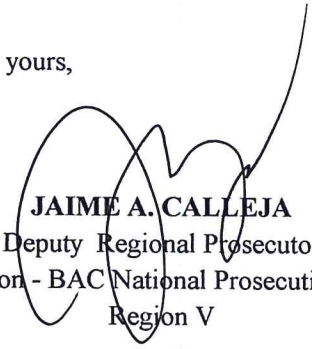
IMPORTANT CONDITIONS

1 All quotations submitted to this office are considered of the items specified above the prices quoted hereon. In the event that the offer is accepted, Purchase Order for the items above mentioned will be sent to the dealer concerned, advising them of such acceptance, the date of delivery of the said item, and the availability of the funds needed for this purpose.

2 Goods, as defined in Republic Act No. 9184 and its implementing Rules and Regulations, delivered to this office are subject to inspection by the Auditor of the Commission on Audit or his duly authorized representative. Payment therefore will be effected only after the said inspection and acceptance of the item and subject to the usual audit requirements.

3 This office hereby reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

Very truly yours,



JAIME A. CALLEJA
Deputy Regional Prosecutor
Chairperson - BAC National Prosecution Service
Region V

LOOK FOR:

JANNET A. BALUTE/ ELLEN ROSE G. PATRIARCA

BAC Secretariat

Telefax – (052)742-5016

Note: Pls. include your VAT

Additional Requirements to submit together with the RFQ Form:

1. **Certified true copy** of Mayor's Permit;
2. **Certified true copy** of SEC/DTI Registration;
3. **Certified true copy** of BIR Certificate of Registration; and
4. **Certified true copy** of PhilGEPS Registration Number.