

Republic of the Philippines  
**Department of Justice**  
**Regional Prosecution Office**

Region XII  
3<sup>rd</sup> floor Prosecutors Building  
Hall of Justice Compound, General Santos Drive  
Koronadal City  
Telefax No. (083) 520-2641; Email: regionalprosecutionoffice12@gmail.com

**REQUEST FOR QUOTATION**

The Regional Prosecution Office XII (RPO XII), through the Bids and Awards Committee (BAC) is inviting interested parties to submit proposal/price quotation for the following project:

Name of Project : Supply and Delivery of Various Common Office Supplies for National Prosecution Office XII  
Location : Hall of Justice Compound, General Santos Drive  
Koronadal City  
Approved Budget : PhP 90,195.57  
for the Contract  
Delivery Period : Fifteen (15) calendar days

The complete schedule of activities is listed as follows:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Issuance of Price Quotation/Form	October 26, 2022
Submission of Proposal/Price Quotation	November 02, 2022 at 9:00 a.m.
Opening of Proposal/Price Quotation	November 02, 2022 at 9:30 a.m.

Please quote your lowest price on the item/s listed below, 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 through the authorized canvasser of this Department not later than **November 02, 2022**.

The office reserves 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.

  
**WALLAD ABDANI J. PADATE**  
Assistant Regional Prosecutor  
Chairperson, Bids and Awards Committee

ITEM NO.	QUANTITY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION	ABC (PESOS)	UNIT PRICE
1	115	Reams	Paper, multi-purpose, A4, sub20	19,207.30	
2	94	box	Paper fastener, plastic coated (rust free, sharp free, 50s)	3,359.56	
3	25	box	Paper clip, gem type, 48mm, 100 pcs per box	375.50	
4	6	jars	Paste, solid w/ water well and applicator, 200 g	223.08	
5	24	box	Paper clip, gem type, 32mm, 100 pcs per box	170.88	
6	5	reams	Paper, bond, legal, yellow,	850.00	
7	33	box	Paper fastener, plastic coated (rust free, sharp free, 50s), 8"	825.00	
8	5	reams	paper, legal, green	900.00	
9	5	reams	Paper, multi-purpose, legal, sub20, blue	950.00	
10	1	unit	Paper Cutter, metal/steel	780.00	
11	5	pcs	Puncher, paper, heavy duty, with two hole guide,	746.95	
12	2	box	Pencil, lead, w/ eraser, wood cased, hardness:HB	192.00	
13	2	box	Pushpin	96.00	
14	5	pack	Battery, AA, alkaline, 2 pcs/blister pack	250.00	
15	5	pack	Battery, AAA, alkaline, 2 pcs/blister pack	325.00	
16	11	box	Ballpen, Matrix, Black (50 pieces per box)	3,586.00	
17	11	box	Ballpen, Matrix, Blue (50 pieces per box)	3,586.00	
18	4	box	Ballpen, Matrix, Red (50 pieces per box)	1,304.00	
19	6	unit	calculator, compact, 12 digits	810.00	
20	15	pcs	Certificate holder, A4	750.00	
21	150	pcs	Correction tape, 6 meters (min), 1 piece in individual plastic	3,325.50	
22	5	tube	Cutter blade, heavy duty cutter, 10 pcs per tube	50.55	
23	18	box	Clip, backfold, all metal, clamping: 19mm(±1mm)	162.00	
24	13	box	Clip, backfold, all metal, clamping: 25mm(±1mm)	279.63	

25	13	box	Clip, backfold, all metal, clamping: 32mm(±1mm)	494.00	
26	13	box	Clip, backfold, all metal, clamping: 50mm(±1mm)	533.00	
27	8	pcs	Cutter knife, for general purpose	280.00	
28	4	rolls	Dater	400.00	
29	2	pcs	Desk tray, 3 layers	1,300.00	
30	2	box	Envelope, expanding, kraftboard, for legal size document, 100 pcs per box	1,525.80	
31	150	pcs	envelope, long, non-expanding, plastic	1,401.00	
32	80	pcs	envelope, zipper, plastic, long	1,600.00	
33	25	pcs	Flash drive, 16GB, USB 2.0, plug and play	6,793.50	
34	5	Pack	Folder, long, green, 100 pcs per pack	1,160.00	
35	80	pcs	ID card plastic holder	2,000.00	
36	80	pcs	ID sling/lace	800.00	
37	18	pcs	light bulb, LED, 7 watts, 1 pc in individual box	1,642.50	
38	32	pcs	Marker, Permanent, broad, black	960.00	
39	54	pcs	Marker, Permanent, bullet type, black	587.52	
40	20	pcs	Marker, Permanent, bullet type, blue	217.60	
41	10	pack	Matte inkjet paper, A4, 145gsm 10's	700.00	
42	20	set	Marker, flourescent, 3 colors per set	758.80	
43	81	pcs	Notebook, stenographer's, 40 leaves, spiral	926.64	
44	18	box	Rubber band, 70mm min lay flat length(#18)	956.70	
45	5	pcs	Ruler, plastic, 12"	44.30	
46	23	books	Record book, 500 pages, size: 214mm x 278mm min	2,373.37	
47	16	books	Record book, hard bound, No. 85, 500 pages	4,592.16	
48	10	pcs	Staple wire, standard, No. 35	222.30	
49	8	pad	Stamp pad, felt pad, min 60mm x 100mm	313.28	
50	10	bottles	Stamp pad ink, violet	269.20	
51	52	pcs	Sign pen, 1.0, Black	3,120.00	

52	22	pcs	Sign pen, 1.0, Blue	1,320.00	
53	5	box	Staple wire, # 23/23	350.00	
54	10	pack	Sticker paper, a4 size, 10s	500.00	
55	3	rolls	Tape, double sided, 48mm, 50 meters	177.00	
56	3	rolls	Tape, packaging, width: 48mm (±1mm)	72.78	
57	5	rolls	Tape, transparent, width: 24mm (±1mm)	236.40	
58	5	rolls	Tape, masking, width: 24mm (±1mm)	306.55	
59	10	rolls	Tape, masking, width: 48mm (±1mm)	1,500.00	
60	5	rolls	Tape, duct, width: 48mm (±1mm)	750.00	
61	2	pcs	Tape dispenser, table top, for 24mm width tape	111.66	

**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.

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices above and bind ourselves to deliver the above articles/merchandise within FIFTEEN (15) calendar days from the receipt of your Approved Purchase Order.

**Canvassed by:**

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**Supplier:**

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Taxpayer Identification No.

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Name and Signature

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Contact No.

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PHILGEPS Registration No.