



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



Purchase Quotation No.: 2022-LCARD-APR-001

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 following item/s listed below:

Name of Project : Supply and delivery of leave cards.
Deliver to : Hall of Justice Building, Candelaria Avenue, Ecoland, Davao City
Approved Budget for the Contract : **₱ 50,000.00**
Delivery Period : **Ten (10) working days**

The complete schedule of activities is listed as follows:

ACTIVITIES	SCHEDULE
Issuance of Price Quotation/Form	21 Apr. 2022 to 25 Apr. 2022
Submission of Proposal/Price Quotation	26 April 2022 @ 2:00pm
Opening of Proposal/Price Quotation	26 April 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 or 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. 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 (for ABCs above 50k) (GPPB-prescribed forms).


Please quote your lowest price on the item/s listed in the succeeding page, 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 **26 April 2022 @2:00pm**.

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

ITEM NO.	QTY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	A B C (Pesos)	UNIT PRICE
1	5,000	PIECES	LEAVE CARDS , Vellum #120, 9x13 inches, back to back print, white or cream (see attached printing design)	50,000.00	

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 **TEN (10)** working days from the receipt of your Approved Purchase Order.

Canvassed by: 

George Dave M. Maghari
Mobile No. 0991 366 0618

Supplier:

Taxpayers Identification No.

Name of Company / Supplier

Name and Signature of Authorized Representative

Contact No.

PHILGEPS Registration No

DEPARTMENT OF JUSTICE
REGIONAL STATE PROSECUTION OFFICE
REGION XI

LEAVE CARD

NAME : [REDACTED] AMO
 POSITION : [REDACTED]
 OFFICE : [REDACTED]
 1st DAY OF SERVICE : [REDACTED]

PERIOD	PARTICULARS	VACATION LEAVE				SICK LEAVE				DATE AND ACTION TAKEN
		EARNED	ABS. UND. W/P	ABS. UND. WOP	BAL.	EARNED	ABS. UND. W/P	ABS. UND. WOP	BAL.	
2005										
August		1.250			1.250	1.250			1.250	
September		1.250			2.500	1.250			2.500	
Oct		1.250			3.750	1.250			3.750	
Nov		1.250			5.000	1.250			5.000	
Dec		1.250			6.250	1.250			6.250	
2006										
Jan		1.250			7.500	1.250			7.500	
2-6	1-0-0 VL		1.000		6.500				8.750	
Feb		1.250			7.750	1.250			10.000	
Mar		1.250			9.000	1.250			11.250	
Apr		1.250			10.250	1.250				
5/29	1-0-0 SP									⊙ Enrollment
May		1.250			11.500	1.250			12.500	⊙ Enrollment
6/2	1-0-0 SP									
6/5,6,8,9	4-0-0 SL						4.000		8.500	
Jun		1.250			12.750	1.250			9.750	
Jul		1.250			14.000	1.250			11.000	
8/1,3,4,7	8-0-0 SL						8.000		3.000	w/ medical certificate
8/8,9,10,11										ack 9/2/10
Aug		1.250			15.250	1.250			4.250	
Sept		1.250			16.500	1.250			5.500	
Oct		1.250			17.750	1.250			6.750	
11/6,14	2-0-0 VL		2.000		15.750				8.000	
Nov		1.250			17.000	1.250				⊙ Govt transaction
12/4	1-0-0 SP									
12/21,22,27	3-0-0 FL		3.000		14.000					
Dec		1.250			15.250	1.250			9.250	
2007										
Jan		1.250			16.500	1.250			10.500	
2/2,5	2-0-0 SP									⊙ Govt Transaction
Feb		1.250			17.750	1.250			11.750	
Mar		1.250			19.000	1.250			13.000	
4/23	1-0-0 SP									⊙ Govt transaction
Apr		1.250			20.250	1.250			14.250	
5/28	1-0-0 VL		1.000		19.250				15.000	
May		1.250			20.500	1.250			16.250	
6/8,13	2-0-0 SL						2.000		13.250	
Jun		1.250			21.750	1.250			14.500	
7/6	1-0-0 VL		1.000		20.750					
JULY		1.250			22.000	1.250			16.000	
8/21,24	2-0-0 VL		2.000		20.000					
Aug.		1.250			21.250	1.250			17.250	
9/11	1-0-0 SL						1.000		16.250	
SEPT.		1.250			22.500	1.250			17.500	

Balance Forwarded