



RFQ No.: RFQ-2022-CUS-SEM2-01

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 various office supplies for the 2nd Semester of CY2022 (Shopping 52.1.b).
- Deliver to : Hall of Justice Building, Candelaria Avenue, Ecoland, Davao City
- Approved Budget for the Contract : **₱ 338,401.83**
- Delivery Period : **Ten (10) working days**

The complete schedule of activities is listed as follows:

ACTIVITIES	SCHEDULE
Issuance of Price Quotation/Form	04 Nov. 2022 to 10 Nov. 2022
Submission of Proposal/Price Quotation	11 Nov. 2022 @ 2:00pm
Opening of Proposal/Price Quotation	11 Nov. 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;
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 for ABCs above 50k (GPPB-prescribed form).

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 **11 November 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