



**Republic of the Philippines
DEPARTMENT OF JUSTICE
NATIONAL PROSECUTION SERVICE
RPO-XIII (BIDS AND AWARDS COMMITTEE)
3/F Rudy Tiu Bldg. VIII, J.C. Aquino Ave.
Brgy. Bayanihan, Butuan City**



[Company]

Validity Offer: _____

[Address]

Delivery Period: 1-45 DAYS

Telephone No./Fax No./Email Address

Terms of Payment: 30 DAYS SEND BILL

Store Manager/Store Owner

Control No. 2022-10-0012

REQUEST FOR QUOTATION

QTY.	UNIT	DESCRIPTION	UNIT PRICE [VAT Inclusive]	TOTAL AMOUNT
3	pack	BATTERY, dry cell, AAA, 1.5V, Alkaline		
3	piece	CALCULATOR, compact, 12 digits		
4	box	CLIP, backfold, all metal, clamping 25mm		
4	box	CLIP, backfold, all metal, clamping 32mm		
4	box	CLIP, backfold, all metal, clamping 50mm		
10	box	DATA FILE BOX, made of chipboard with closed ends		
15	box	ENVELOPE, documentary, legal size		
5	box	ENVELOPE, expanding Kraftboard, legal size		
15	box	ENVELOPE, mailing white, legal size		
22	bundle	FOLDER, with tab (Tagboard) legal size		
30	jar	GLUE, all purpose, 200 grams (Paste redstone)		
5	piece	MAGAZINE FILE BOX, large, Mag filer		
10	piece	MARKER PEN, for whiteboard, Black		
25	piece	MARKER PEN, permanent, felt tip, bullet type, Black		
5	pad	NOTE PAD, stick-on 50mm x 7633 (2x3 min.)		
145	box	PAPER CLIPS, vinyl-coated Jumbo, 33mm.		
85	box	PAPER CLIPS, vinyl-coated Jumbo, 50mm.		
15	doz.	PENCIL, lead with eraser		
10	piece	PUNCHER, paper, heavy duty with 2-hole guide		
GRAND TOTAL				

IMPORTANT CONDITIONS

- All quotations to be submitted must be sealed in an envelope with signature of the bidder. Submission through electronic mail or any other electronic means without file encryption and no password protection shall not be accepted. 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/s and the availability of the funds needed for this purpose.
- 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 of Audit or his duly authorized representative. Payment through send bill therefor will be effected only after the said inspection and acceptance of the item and subject to the usual audit requirement.
- 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.

LOOK FOR :
BAC Secretariat
Telephone: 817-1146
Email Address: orp13@doj.gov.ph

Very truly yours,

AUGUSTUS SERAFIN D. AMADOR
City Prosecutor
BAC Chairman



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QTY.	UNIT	DESCRIPTION	UNIT PRICE [VAT inclusive]	TOTAL AMOUNT
23	book	RECORD BOOK, 300 leaves		
63	book	RECORD BOOK, 500 leaves		
2	box	RUBBER BAND, 70mm		
10	piece	STAMP PAD, felt pad, bed dimensions: 60mm x 100mm		
10	botte	STAMP PAD INK, violet		
2	piece	TAPE DISPENSER, table top		
20	roll	TAPE, packaging, 2" (48mm)		
5	piece	BROOM, soft, tambo		
10	bottle	CLEANER, toilet and urinal		
5	caniste	CLEASER, scouring powder 350g		
50	can	DISINFECTANT SPRAY, aerosol type 400g		
25	roll	TRASHBAG, plastic, transparent		
12	roll	TWINE, plastic, 1 kilo per roll		
		xxxxxxxxxxxxxxxxnothing followsxxxxxxxxxxxxxxxx		
		REQUIREMENTS: *Business permit *PhilGeps registration certificate *BIR tax clearance certificate *DTI registration certificate		
		GRAND TOTAL		

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