



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

REQUEST FOR QUOTATION
(SVP2023-07-142)

The Department of Justice, through its Bids and Awards Committee, is inviting interested parties to submit a proposal/price quotation for the following project:

Name of Project	:	Procurement of One (1) Year Subscription of Canva Pro Application
Location	:	Department of Justice, Padre Faura, Street, Ermita, Manila
Approved Budget for the Contract:	:	₱ 201,600.00
Delivery Period	:	Thirty (30) calendar days
Specifications	:	See attached Annex "A" for the Technical Specifications

The complete schedule of activities is listed as follows:

ACTIVITIES	SCHEDULE
Issuance of Price Quotation/Form	July 18 - 21, 2023
Submission of Proposal/Price Quotation	Until July 21, 2023 at 2:00 p.m.
Opening of Proposal/Price Quotation	July 21, 2023 at 2:30 p.m.

Interested suppliers are required to submit their company profile showing their legal, technical and financial capability to undertake the aforementioned project, valid and current Mayor's Permit, Omnibus Sworn Statement, PhilGEPS Registration Number or PhilGEPS Platinum Membership, whichever is applicable, upon submission of their proposal or price quotation.

The proposal or price quotation together with the above-mentioned requirements may be submitted in a sealed envelope manually or by registered mail, to the Chairperson, Bids and Awards Committee, Room 208, Delas Alas Hall, DOJ Compound, Padre Faura Street, Ermita, Manila. The date of actual receipt shall be considered as the date of submission. The same may also be submitted **electronically** to bac-secretariat@doj.gov.ph copy furnished the Procurement Management Division at pmd@doj.gov.ph. The suppliers who will opt to submit electronically must comply with the following conditions:

1. The proposal or price quotation must be in an archive format and password protected;

2. Include in their email the name of their authorized representative/s and his/her telephone/mobile number which the BAC may call during the opening and evaluation of quotations; and
3. The bidder's representative/s must disclose the password ONLY during the scheduled opening of quotations.

The Price Quotation Form may be downloaded through <https://www.doj.gov.ph/forms.html>. Further, Prospective suppliers/bidders must fill-out the Price Quotation Form completely with the corresponding unit price of each item and the total price of the required quantities.

The Department of Justice reserves the right to reject any or all proposals/price quotations which are incomplete/defective, to accept the offer most advantageous to the government, and assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

14 July 2023



ASEC. FREDDERICK A. VIDA
Chairperson, Bids and Awards Committee