



Republic of the Philippines
 Department of Justice
 NATIONAL PROSECUTION SERVICE
REGIONAL PROSECUTION OFFICE VIII
 Bulwagan ng Katarungan, Tacloban City
 (053) 832-2988/09214270360 (Smart)/ 09166486303 (Globe)

REQUEST FOR QUOTATION

To: _____

RFQ No. : (01)-2023-08-019
 Date : _____

SIR/MADAM:

Please quote your unit price for each of the articles listed below, taking into consideration the following:

TERMS AND CONDITIONS

- 1. The Approved Budget for the Contract (ABC), **P125,100.00 SEND BILL Payment to DOJ Manila Thru RPO VIII.**
- 2. Price Quotation should be inclusive of the 5% Final VAT and Expanded Withholding Tax (EWT) of 1%.
- 3. Price Quotation shall be valid within thirty (30) calendar days from the deadline of RFQ.
- 4. Delivery period is within Fifteen (15) calendar days from receipt of the Purchase Order.
- 5. If awarded the contract, processing and payment shall be made after the complete delivery of services/supplies and final acceptance.
- 6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXII, Revised IRR, RA 9184.
- 7. **FOB - Regional Prosecution Office 8, Bulwagan ng Katarungan, Tacloban City**
- 8. The procuring entity may terminate the contract, in whole or in part, at anytime for unsatisfactory service.
- 9. Request for Quotation (RFQ) should be returned within 1 day from receipt hereof.
- 10. The following documents must be attached to the duly-filled RFQs:
 - PHILGEPS ACCREDITATION
 - MAYOR'S BUSINESS PERMIT
 - DTI Registration
 - Tax Clearance
 - OMNIBUS SWORN STATEMENT (Duly Notarized)

ITEM NO.	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL
	15	tube	Ballpen black		
	15	tube	Ballpen blue		
	100	box	Binder clip 25mm		
	10	piece	Easel Board w/ Stand		
	4	piece	Box w/ cover 36x34		
	3	box	Envelope (Brown) Legal		
	30	pack	Folder (White)		
	1,520	piece	Manila Paper		
	100	roll	Masking Tape (24mm)		
	750	piece	Notebook (30 leaves)		
	100	box	Paper Clip (Vinyl) (33mm)		
	100	box	Paper Clip (Vinyl) (50mm)		
	20	box	Paper Fastener (Standard) plastic		
	50	ream	Paper Multicopy A4 (80gsm)		
	150	piece	Permanent Marker Black		
	150	piece	Permanent Marker Blue		
	50	piece	Scissors (7 inches)		
	150	piece	Clear Plastic ID Holder (withb lace/clip)		
	150	piece	White Board Marker Black		
	150	piece	White Board Marker Blue		
***** Nothing Follows *****					

IRWIN A. MARAYA
 Regional Prosecutor

SUPPLIER'S ATTESTATION

Date: _____

I have READ and UNDERSTOOD the Terms & Conditions stated above. That by signing this quote, I hereby AGREE and bind myself to the Terms and Conditions.

Signature Over Printed Name: _____

Position in the Firm: _____

Business Address: _____

Telephone Number: _____

Canvassed/Received thru email by: _____