



Republic of the Philippines  
Department of Justice  
**REGIONAL PROSECUTION OFFICE**  
REGION I  
City of San Fernando, La Union

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### REQUEST FOR QUOTATION

The Department of Justice (DOJ), through the Bids and Awards Committee (BAC) of the National Prosecution Service-Region I (NPS Region I), is inviting interested parties to participate in the Negotiated Procurement under Sec. 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. 9184 for the project:

Name of Project	:	<b>Purchase of Various Office Supplies Not Available in Procurement Service</b>
Location	:	Department of Justice – Regional Prosecution Office I, Justice Hall, Sevilla, San Fernando City, La Union
Approved Budget for the Contract	:	Php 351, 729.51
Delivery Period	:	30 calendar days
Specifications	:	See attached Annex A and Terms of Reference for the Technical Specifications

The complete schedule of activities is listed as follows:

ACTIVITIES	SCHEDULE
Issuance of Price Quotation/Form	August 3, 2023 to August 10, 2023
Submission of Proposal/Price Quotation	August 11, 2023 at 10:00 a.m.
Opening of Proposal/Price Quotation	August 11, 2023 at 2:00 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, Income/Business Tax Return and PhilGEPS Registration Number or PhilGEPS Platinum Membership**, whichever is applicable upon submission of their proposal or price quotation. **Price Quotation Form may be downloaded through <https://www.doj.gov.ph/forms.html>**

The proposal or price quotation must be duly signed and must be submitted together with the above-mentioned requirements. It may be submitted in a sealed envelope manually or by registered mail, to the Chairperson, Bids and Awards Committee, Office of the Regional Prosecutor, Region 1, San Fernando City, La Union. The date of actual receipt shall be considered as the date of submission. The same may also be submitted **electronically** to [orp01@doj.gov.ph](mailto:orp01@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 the telephone/mobile number which the Bids and Awards Committee 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 Department of Justice (DOJ), through the Bids and Awards Committee (BAC) of the National Prosecution Service-Region I (NPS Region I), reserves the right to reject any or all proposals/price quotations if there are defects therein, 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.

August 2, 2023

  
**MARIBELLE C. UMINGA**  
Sr. Assistant Regional Prosecutor  
Chairperson, BAC  
National Prosecution Service, Region I