

Republic of the Philippines  
**Department of Justice**  
**Regional Prosecution Office**

Region XII  
3<sup>rd</sup> floor Prosecutors Building  
Hall of Justice Compound, General Santos Drive  
Koronadal City  
Telefax No. (083) 520-2641; Email: regionalprosecutionoffice12@gmail.com

**REQUEST FOR QUOTATION**

The Regional Prosecution Office XII through the Bids and Awards Committee (BAC) is inviting interested parties to submit proposal/price quotation for the following project:

Name of Project : Supply and Delivery of Third and Fourth Quarters  
Office Supplies for National Prosecution Office XII  
Location : Hall of Justice Compound, General Santos Drive  
Koronadal City  
Approved Budget : PhP 299,237.53  
for the Contract  
Delivery Period : Fourteen (14) working days

The complete schedule of activities is listed as follows:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Issuance of Price Quotation/Form	August 23 - 29, 2023
Submission of Proposal/Price Quotation	August 29, 2023 at 2:00 p.m.
Opening of Proposal/Price Quotation	August 29, 2023 at 2:30 p.m.

Please quote your lowest price on the item/s listed below, 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 through the authorized canvasser of this Department not later than **August 29, 2023**.

The office reserves 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.



**WALLAD ABDANI J. PADATE**  
Assistant Regional Prosecutor  
Chairperson, Bids and Awards Committee

ITEM NO.	QUANTITY	UNIT	ARTICLE/MERCHANDISE/SPECIFICATION	ABC (PESOS)	UNIT PRICE
1	7	20.49	BATTERY, dry cell, AAA	143.43	
2	7	18.34	BATTERY, dry Cell, size AA	128.38	
3	21	8.72	CLIP, backfold, 19mm	183.12	
4	51	14.75	CLIP, backfold, 25mm	752.25	
5	43	25.56	CLIP, backfold, 32mm	1,099.08	
6	14	56.04	CLIP, backfold, 50mm	784.56	
7	275	11.53	CORRECTION TAPE	3,170.75	
8	25	77.20	DATA FILE BOX	1,930.00	
9	3	453.96	DATING AND STAMPING MACHINE	1,361.88	
10	2	856.86	ELECTRIC FAN, stand type	1,713.72	
11	1	764.40	ENVELOPE, documentary, A4	764.40	
12	4	980.72	ENVELOPE, Documentary, Legal	3,922.88	
13	2	738.40	ENVELOPE, expanding, kraft, legal	1,476.80	
14	50	30.49	ENVELOPE, expanding, plastic	1,524.50	
15	32	432.52	ENVELOPE, Mailing, White	13,840.64	
16	6	4.47	ERASER, plastic/rubber	26.82	
17	3	2,792.40	EXTERNAL HARD DRIVE, 1 TB	8,377.20	
18	2	85.20	FILE ORGANIZER, expanding, plastic, 12 pockets	170.4	
19	1	289.12	FOLDER with Tab, A4	289.12	
20	20	333.26	FOLDER with Tab, Legal	6,665.20	
21	1	286.52	FOLDER, fancy, with slide, legal	286.52	
22	6	952.64	FOLDER, pressboard	5,715.84	
23	18	75.61	LIGHT EMITTING DIODE (LED), Light Bulb	1,360.98	
24	3	205.82	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	617.46	
25	10	36.66	MARKER, fluorescent	366.60	
26	90	7.47	MARKER, permanent, felt tip, bullet type, BLACK	672.30	
27	43	7.47	MARKER, permanent, felt tip, bullet type, RED	321.21	

28	12	9.65	MARKER, whiteboard, felt tip, bullet type, Black	115.80	
29	12	9.65	MARKER, whiteboard, felt tip, bullet type, Blue	115.80	
30	10	149.76	MOUSE, OPTICAL	1,497.60	
31	70	52.00	NOTE PAD, stick on, 3" x 3"	3,640.00	
32	40	37.06	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	1,482.40	
33	15	59.28	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	889.20	
34	22	12.04	NOTEBOOK, stenographer	264.88	
35	37	21.53	PAD PAPER, ruled	796.61	
36	35	8.82	PAPER CLIP, vinyl/plastic coated, 33mm	308.70	
37	48	13.78	PAPER CLIP, vinyl/plastic coated, 50mm	661.44	
38	195	137.74	PAPER, Multi-Purpose, A4 , 70gsm	26,859.30	
39	895	158.91	PAPER, multi-purpose, legal, 70gsm	142,224.45	
40	3	98.05	PAPER, parchment, A4	294.15	
41	9	20.79	PENCIL, lead, with eraser	187.11	
42	9	150.80	PUNCHER, paper, heavy duty	1,357.20	
43	31	62.40	RECORD BOOK, 300 pages	1,934.40	
44	47	104.00	RECORD BOOK, 500 pages	4,888.00	
45	50	135.20	RUBBER BAND, No. 18	6,760.00	
46	11	33.37	SCISSORS, symmetrical / assymetrical	367.07	
47	5	57.93	SCOURING PAD	289.65	
48	160	22.20	SIGN PEN, black, 0.5mm	3,552.00	
49	125	22.20	SIGN PEN, blue, 0.5mm	2,775.00	
50	75	22.20	SIGN PEN, red, 0.5mm	1,665.00	
51	20	28.91	STAMP PAD INK, purple or violet	578.20	
52	9	39.92	STAMP PAD, felt	359.28	
53	3	27.87	STAPLE REMOVER, plier-type	83.61	
54	11	22.55	STAPLE WIRE, heavy duty, binder type, 23/13	248.05	
55	100	23.76	STAPLE WIRE, standard	2,376.00	
56	3	888.16	STAPLER, heavy duty, binder type	2,664.48	

57	16	145.60	STAPLER, standard type	2,329.60	
58	3	72.80	TAPE DISPENSER, Table Top, for 24mm width tape	218.40	
59	7	19.45	TAPE, electrical	136.15	
60	18	61.88	TAPE, masking, 24mm	1,113.84	
61	42	121.16	TAPE, MASKING, 48mm	5,088.72	
62	24	22.36	TAPE, packaging, 48mm	536.64	
63	31	11.18	TAPE, transparent, 24mm	346.58	
64	60	22.57	TAPE, transparent, 48mm	1,354.20	
65	6	55.64	THERMAL PAPER, 216mm	333.84	
66	7	66.62	TWINE, plastic	466.34	
67	19	81.64	AIR FRESHENER	1,551.16	
68	10	8.30	DETERGENT BAR, 140g	83.00	
69	15	54.08	DETERGENT POWDER, all-purpose, 1kg	811.20	
70	27	139.89	DISINFECTANT SPRAY, aerosol, 400g (min)	3,777.03	
71	7	27.64	DUST PAN, non-rigid plastic	193.48	
72	1	120.12	FURNITURE CLEANER, aerosol type, 300ml	120.12	
73	6	31.91	WASTEBASKET, non-rigid plastic	191.46	
74	13	144.04	TRASHBAG	1,872.52	
75	13	136.24	BROOM, soft, tambo	1,771.12	
76	5	22.78	BROOM, stick, ting-ting	113.90	
77	16	41.60	CLEANER, toilet and urinal	665.60	
78	15	23.92	CLEANSER, scouring powder	358.80	
79	3	122.51	MOPHEAD, made of rayon	367.53	
80	9	139.36	INSECTICIDE, aerosol type	1,254.24	
81	5	53.14	RAGS, all cotton	265.7	
82	20	330.55	ALCOHOL, ethyl, 68%-72%, 1 Gallon	6,611.00	
83	40	42.95	LIQUID HAND SOAP, 500mL	1,718.00	

**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.

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices above and bind ourselves to deliver the above articles/merchandise within Fourteen (14) working days from the receipt of your Approved Purchase Order.

**Canvassed by:**

\_\_\_\_\_

**Supplier:** \_\_\_\_\_

\_\_\_\_\_  
Taxpayer Identification No.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
PHILGEPS Registration No.