

Republic of the Philippines
Department of Justice
Manila

(Company)

(Address)

Telephone No. / Fax No./Email Address

Store Manager / Store Owner

Validity Offer: _____

Delivery Period: _____

Terms of Payment: _____

REQUEST FOR QUOTATION OF PRICES

QTY.	UNIT	DESCRIPTION	AMOUNT
1	unit	Scanner, Heavy Duty, ADF, Flatbed	P _____ /unit
5	unit	Paper Shredder, Heavy Duty	P _____ /unit

For use of OSEC and other offices.


IMPORTANT CONDITIONS

- 1 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, and the availability of the funds needed for this purpose.
- 2 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 on Audit or his duly authorized representative. Payment therefore will be effected only after the said inspection and acceptance of the item and subject to the usual audit requirements.
- 3 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.

Very truly yours,


EDITHA D. CRUZ
Chief, Procurement Management Division

Canvassed by:


Edgardo. A. De Vera
Telefax - (02) 521-83-51 or email add: Supply@doj.gov.ph
Note: Pls. include your VAT