

**Republic of the Philippines**  
**Department of Justice**  
Manila

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Telephone No. / Fax No.

\_\_\_\_\_  
Signature of Store Manager / Store Owner

Validity Offer: \_\_\_\_\_

Delivery Period: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

**REQUEST FOR QUOTATION OF PRICES**

QTY.	UNIT	DESCRIPTION	AMOUNT
8	units	Steel filing cabinet, vertical 4 drawers with lock	P _____
8	units	Steel Shelvings/Rack (Open type) 6 layers, anti rust, heavy duty Size: W36 x H72 x 18	P _____
2	units	Executive high back chair gaslift and titling mechanism, leatherette,	P _____

FOR USE OF : OADR

**IMPORTANT CONDITIONS**

- <sup>1</sup> 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.
- <sup>2</sup> 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.
- <sup>3</sup> 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

LOOK FOR

**BAC Secretariat**

Tel/Fax No. (02) 524-93-86

Email Address: bacsecretariat2013@gmail.com/bac-secretariat@doj.gov.ph

Note: Pls. Include your VAT