



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE REGIONAL PROSECUTOR**

REGION III  
City of San Fernando, Pampanga  
Tel. Nos. (045) 963-6817



## REQUEST FOR QUOTATION/PROPOSAL

The Department of Justice (DOJ), through the Bids and Awards Committee (BAC) of the National Prosecution Service-Region III (NPS Region III) is inviting interested parties to submit proposal / price quotation for the following project:

- Project : Rental of eight (8) units photocopying machines
- Location : 1. Office of the City Prosecutor-Balanga City, Bataan  
2. Office of the City Prosecutor-Cabanatuan City, Nueva Ecija  
3. Office of the City Prosecutor-Gapan City, Nueva Ecija  
4. Office of the City Prosecutor-Malolos City, Bulacan  
5. Office of the City Prosecutor-Meycauayan City, Bulacan  
6. Office of the City Prosecutor-San Jose City, Nueva Ecija  
7. Office of the City Prosecutor-Tarlac City, Tarlac  
8. Office of the Provincial Prosecutor-Tarlac
- Approved Budget : Php 432,000.00
- Contract Duration : One (1) year from signing of contract
- Minimum Requirements: Free periodic check-up maintenance at least once every two months. Each of the eight (8) units photo-copying machines shall have a volume capacity of not less than 15,000 copies.
- Specifications : Digital Copier with Electronic Sorter  
Copying speed of not less than 25 copies per minute  
Toner and Drum Cartridge Type  
With Zoom (Reducer/Enlarger)  
Back to Back Copying capability

Contractors/Suppliers must submit their company profile showing their legal, technical and financial capability to undertake the above-mentioned project:

ACTIVITIES	SCHEDULE
Issuance of Price Quotation forms	15 May 2019 – 22 May 2019
Submission of Price Quotation	Before 10:00 a.m. 22 May 2019

Price Quotation forms and additional information may be obtained from the BAC Secretariat Office, Office of the Regional Prosecutor, Region III, City of San Fernando, Pampanga.

All proposals/price quotations to be submitted must be sealed in an envelope and addressed to the Chairperson, Bids and Awards Committee, Office of the Regional Prosecutor, Region III, City of San Fernando, Pampanga.

For more details, please contact Mr. Demosthenes B. Mercado and/or Mr. Romar A. Arciga at telephone numbers (045) 963 6817 or at email address: orsp\_region3@yahoo.com; orp03@doj.gov.ph

Please submit the following documentary requirements:

- Tax Clearance Certificate;
- Latest Income Tax Returns;
- Certificate of Registration from PhilGEPS (if registered);
- Mayor's Permit; and
- SEC or DTI Registration

The Department of Justice, National Prosecution Service-Region III 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 supplier/s for any expenses incurred in the preparation and submission of proposals.

May 14, 2019.

**(Sgd) JOCELYN C. SAN PEDRO-MAAT**  
Senior Assistant Regional Prosecutor  
Chairperson, BAC-National Prosecution Service – Region III