



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan

DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

REQUEST FOR QUOTATION

The Public Attorney's Office will undertake a procurement transaction for the purchase of **NINE (9) UNITS OF HI-SPEED SCANNER** through Small Value Procurement (SVP) under the Revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184, for the use of the **Public Attorney's Office (PAO)**. The Approved Budget for the Contract (ABC) is **SIX HUNDRED NINETY-THREE THOUSAND PESOS (Php 693,000.00)** inclusive of government taxes and charges.

The Office hereby invites all interested suppliers or distributors to quote their lowest price on the item listed on the Price Quotation Form (Annex "A") subject to the General Conditions stated herein. Please submit your quotation duly signed by you or your authorized representative not later than **November 16, 2020** to the address below:

SUPPLY SECTION, ADMINISTRATIVE SERVICE
PAO-CENTRAL OFFICE

4TH Floor, DOJ Agencies Building
NIA road cor. East Avenue
Quezon City, Metro Manila

For further inquiries, please look for:

MS. CARMELA L. FLORENDO
Officer-in-Charge
Supply Section, Administrative Service

General Conditions:

1. ALL ENTRIES MUST BE SIGNED BY THE BIDDER OR AUTHORIZED REPRESENTATIVE;
2. DELIVERY LOCATION: SUPPLY SECTION, ADMINISTRATIVE SERVICE, PUBLIC ATTORNEY'S OFFICE, 4TH FLOOR, DOJ AGENCIES BUILDING, NIA ROAD CORNER EAST AVENUE, DILIMAN, QUEZON CITY;
3. DELIVERY PERIOD: 7 CALENDAR DAYS UPON RECEIPT
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS;

PRICE QUOTATION FORM

Date: _____

Supply Section
 Public Attorney's Office
 4th Floor, DOJ Agencies Building
 NIA Road corner East Avenue
 Diliman, Quezon City

Sir/Ma'am:

After having carefully read and accepted the terms and conditions on the Request for Quotation, hereunder is our quotation for the item as follows:

Item No.	Description	Quantity	ABC Total Price	Unit Price	Total Price
1	<p>HI-SPEED SCANNERS ADF Scanners. 60ppm Desktop type Sheet Fed Scanner Contact Image Sensor Simplex/Duplex 6,000 pages/day 60ppm/120ppm, at 200dpi A4 Color Up to 60 Sheets Width up to 8.5" Length up to 14" Long Document mode: up to 118" 150x150dpi / 200x200dpi / 240x240dpi / 300x300dpi / 400x400 dpi / 600x600dpi Hi-Speed US (USB2.0) TIFF, BMP, PDF, JPG Searchable PDF, PDF/A</p>	9 units			
TOTAL			693,000.00		

(Total Amount in Words)

The above quoted prices are inclusive of all cost and applicable taxes.

Delivery Period _____
Warranty _____
Price Validity _____

Very truly yours,

Name and Signature of Authorized Representative

Name of Company

Company Address

Contact Number/s

Email Address