



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 **TONER CARTRIDGES** under **PR# 024-01-2023** through **SHOPPING** under the Revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184, for the use of **PAO-Central Office Administrative Service**. The Approved Budget for the Contract (ABC) is **NINETY FOUR THOUSAND PESOS (Php94,000.00)** 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 on or before **20 APRIL 2023 5:00P.M.** 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:

MR. ANDRIAN H. MARASIGAN
Member, PBAC Secretariat
Administrative Officer II
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: 15 CALENDAR DAYS UPON RECEIPT
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS;
5. SUPPLIERS MUST SUBMIT COPY OF THEIR VALID PHILGEPS REGISTRATION AND MAYOR'S PERMIT

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	HP LaserJet 416 Toner Cartridge -Cyan -Yellow -Magenta -Black (See Attached Terms of Reference)	4 Sets			
TOTAL			P94,000.00		

(Total Amount in Words)

The above-quoted prices are inclusive of all costs 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