



REQUEST FOR QUOTATION

The Public Attorney's Office will undertake a procurement transaction for **TWO (2) HEAVY DUTY DOCUMENT SHREDDER** as specified under **PR# 131-01-2024** through **SMALL VALUE PROCUREMENT (SVP)** under the Revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184, for the use of **PAO-CENTRAL OFFICE (HRMDD)**. The Approved Budget for the Contract (ABC) is **NINETY THOUSAND PESOS (Php90,000.00)** 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 **MARCH 18, 2024 MONDAY, 5:00 PM**, 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: 15 CALENDAR DAYS UPON RECEIPT
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS;
5. SUBMISSION OF THE FOLLOWING DOCUMENTS WITH THE QUOTATION:
 - a. MAYOR'S/BUSINESS PERMIT
 - b. PHILGEPS REGISTRATION
 - c. OMNIBUS SWORN STATEMENT
6. SUBMISSION OF WARRANTY SECURITY EITHER AS RETENTION MONEY OR BANK GUARANTEE IN ACCORDANCE WITH SECTION 62 RULE XVI OF THE IRR FOR RA9184.

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	Heavy Duty Document Shredder (Please see attached Terms of Reference)	2 units			
TOTAL			90,000.00		

(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