



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 **PHOTOCOPIER REPLACEMENT PARTS** as specified under **PR# 247-03-2024** through **SMALL VALUE PROCUREMENT (SVP)** under the Revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184, for the use of **PAO-SAN RAFAEL DISTRICT OFFICE**. The Approved Budget for the Contract (ABC) is **NINETEEN THOUSAND THREE HUNDRED FIFTY PESOS (Php19,350.00)** 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 **APRIL 12, 2024 FRIDAY, 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: 30 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. PHILGEP'S REGISTRATION

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	Fuji Assembly Drum Unit	1			
2	Fuji Photocopier Fuser Assembly (For FUJI M375z)	1			
TOTAL			19,350.00		

(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