



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 **FORTY (40) PIECES NPG-56 TONER FOR CANON COPIER** as specified under **PR# 360-04-2024** 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 (ESS)**. The Approved Budget for the Contract (ABC) is **THREE HUNDRED FORTY-EIGHT THOUSAND PESOS (Php348,000.00)** 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 **APRIL 25, 2024 THURSDAY, 5:00 PM**, to the address below:

**SUPPLY SECTION, ADMINISTRATIVE SERVICE**  
**PAO-CENTRAL OFFICE**  
4<sup>TH</sup> 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, 4<sup>TH</sup> 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. 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  
 4<sup>th</sup> 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	NPG-56 Toner for Canon ADV-IR4251 Copier	40 pcs			
<b>TOTAL</b>			<b>348,00000</b>		

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(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