



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 **VARIOUS OFFICE FURNITURE** as specified under **PR# 403-05-2023** through **SMALL VALUE PROCUREMENT (SVP)** under the Revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) 9184, for the use of the **PAO-Central Office (Supply Section-for distribution)**. The Approved Budget for the Contract (ABC) is **THREE HUNDRED EIGHTY-TWO THOUSAND NINE HUNDRED FIFTY PESOS (Php 382,950.00)** 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 **June 22, 2023**, 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: 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

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	Executive Chair	11 pcs.			
2	Clerical/Swivel Chair	16 pcs.			
3	Clerical/Swivel Chair (capable of carrying a weight of 160 kg.)	1 pc.			
4	Office Table, small with drawers (L-60 cm, W-120 cm, H-66 cm)	5 pcs.			
5	Office Table, small with drawers (L-66 cm, W-142 cm, H-76 cm)	3 pcs.			
6	Filing Cabinet Vertical, 2-drawer	15 pcs.			
7	Filing Cabinet Vertical, 4-drawer	13 pcs.			
8	Monobloc Chair	6 pcs.			
9	Gorilla rack  (Please see attached Terms of Reference)	10 pcs.			
TOTAL			382,950.00		

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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