



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 COPIER PARTS FOR CANON ADV-4251** 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 (SACS)** The Approved Budget for the Contract (ABC) is **TWENTY-SEVEN THOUSAND PESOS (Php 27,000.00)** 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 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;

# 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	VARIOUS COPIER PARTS FOR CANON IR-4251	27,000			
	RKW-01818 FM4-9737-020 Fixing Assy Main	1			
	RKW-01819 FM4-7915-000 First Paper Delivery Assy	1			
	RKW-01819 FCO-3069-000 Holder Fixing Delivery	1			
	RKW-01819 FM4-7295-000 Delivery Upper Guide	1			
<b>TOTAL</b>			<b>27,000.00</b>		

(Total Amount in Words)

The above quoted prices are inclusive of all cost 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