



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 **THREE (2) UNITS DOCUMENT SCANNER** (PR-572-07-2022) through Small Value Procurement 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 **ONE HUNDRED FIFTY THOUSAND PESOS (Php 150,000.00)** 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 not later than **AUGUST 5, 2022** 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. SUPPLIERS MUST BE PHILGEPS REGISTERED

# 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	<b>DOCUMENT SCANNER</b> Scanner Type: Desktop Color Scanner Image Sensor: CCD(x2) Light Source: LED Color Modes: 24-Bit Color 8-bit grayscale, 1-bit B&W Interface: Hi-Speed USB 2.0  Resolution: 600dpi Feeder Capacity: 100 Sheets of paper Scanning Area: Max 835" 118", Min 1x1" Scanning Speed: 60ppm (simplex) / 120ppm (duplex) Paper Size: Max 8.85" x 118", Min 2.75" x 3.149" Duty Cycle: 8000 pages/day Software: TWAIN	3 UNITS			
<b>TOTAL</b>			<b>264,000.00</b>		

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(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