



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Department of Justice
SOCCKSARGEN Region

2/F SanLe Building, M. Aquino St. corner Lapu-lapu St., Zone III, Koronadal City

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REQUEST FOR QUOTATION

The Public Attorney's Office will undertake a procurement transaction for the purchase of **FOUR (4) UNITS OF STEEL CABINET, TWO (2) UNITS OF PRINTER WITH SCANNER AND CONTINUOUS INK, THREE (3) UNITS OF EXECUTIVE SWIVEL CHAIR AND FIVE (5) UNITS OF METAL GANG CHAIR 6-SEATER** 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-GENERAL SANTOS CITY DISTRICT OFFICE**. The Approved Budget for the Contract (ABC) is **TWO HUNDRED THIRTY-SIX THOUSAND FIVE HUNDRED PESOS (PHP 236,500.00)**; 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 29, 2023** to the address below:

PAO-GENERAL SANTOS CITY DISTRICT OFFICE

Hall of Justice, Lagao Kanan,
Lagao, General Santos City

For further inquiries, please look for:

ATTY. VIRGILIO PAOLO A. ALCONERA

Public Attorney III
PAO-General Santos City District Office

General Conditions:

1. ALL ENTRIES MUST BE SIGNED BY THE BIDDER OR AUTHORIZED REPRESENTATIVE;
2. DELIVERY LOCATION: PAO-GENERAL SANTOS CITY DISTRICT OFFICE, HALL OF JUSTICE, LAGAO, GENERAL SANTOS CITY;
3. DELIVERY PERIOD: 7 CALENDAR DAYS UPON RECEIPT
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS;

PRICE QUOTATION FORM

Date: _____

ATTY. VIRGILIO PAOLO A. ALCONERA

PAO-General Santos City District Office

Hall of Justice, Lagao Kanan,

Lagao, General Santos 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	STEEL CABINET, 4 DOOR	4 units	120,000.00		
2	PRINTER WITH SCANNER & CONTINUOUS INK	2 units	16,000.00		
3	EXECUTIVE SWIVEL CHAIR	3 units	25,500.00		
4	METAL GANG CHAIR, 6 SEATER	5 units	75,000.00		
TOTAL			236,500.00		

(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