



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

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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 FILING CABINET, TWO (2) UNITS OF EXECUTIVE TABLE AND ONE (1) UNIT OF EXECUTIVE CHAIR** 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-KORONADAL CITY DISTRICT OFFICE**. The Approved Budget for the Contract (ABC) is **SEVENTY-EIGHT THOUSAND PESOS (Php 78,000.00)** 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 29, 2023** to the address below:

### **PAO-KORONADAL CITY DISTRICT OFFICE**

Room 8, Hall of Justice,  
Koronadal City, South Cotabato

For further inquiries, please look for:

### **ATTY. FERDINAND S. MORTEJO**

Public Attorney III  
PAO-Koronadal City District Office

#### **General Conditions:**

1. ALL ENTRIES MUST BE SIGNED BY THE BIDDER OR AUTHORIZED REPRESENTATIVE;
2. DELIVERY LOCATION: PAO-KORONADAL CITY DISTRICT OFFICE, ROOM 8, HALL OF JUSTICE, KORONADAL CITY, SOUTH COTABATO;
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. FERDINAND S. MORTEJO**

PAO-Koronadal City District Office  
Room 8, Hall of Justice,  
Koronadal City, South Cotabato

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>STEEL CABINET</b>	4 units	52,000.00		
2	<b>EXECUTIVE TABLE</b>	2 units	20,000.00		
3	<b>EXECUTIVE CHAIR</b>	1 unit	6,000.00		
<b>TOTAL</b>			<b>78,000.00</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