



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**  
Department of Justice  
**REGIONAL OFFICE NO. 1**  
Justice Hall, Government Center  
Diversion Road, Sevilla  
City of San Fernando, La Union  
Email Address: [paofoss01@gmail.com](mailto:paofoss01@gmail.com)  
Tel. No. (072) 888-2578



## **REQUEST FOR QUOTATION**

The Public Attorney's Office will undertake a procurement transaction for the purchase of **sixteen (16) pieces DOCUMENT SCANNER WITH EXTERNAL HARD DRIVE** 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-Regional Office, Region 1**. The Approved Budget for the Contract (ABC) is **SEVEN HUNDRED TWENTY THOUSAND PESOS (Php720,000.00)** inclusive of government taxes and charges.

The Office hereby invites all interested suppliers or distributors to quote their lowest price on the items 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 **November 9, 2023** to the address below:

**PUBLIC ATTORNEY'S OFFICE**  
**Regional Office No. 1**  
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City of San Fernando, La Union  
Email Add: [paofoss01@gmail.com](mailto:paofoss01@gmail.com)  
Tel. No. (072)888-2578

For further inquiries, please look for:

**JANE C. GUMANGAN**  
**PUBLIC ATTORNEY'S OFFICE**  
**Regional Office No. 1**  
City of San Fernando, La Union  
Contact No. **09461391916**

### **General Conditions:**

1. ALL ENTRIES MUST BE SIGNED BY THE BIDDER OR AUTHORIZED REPRESENTATIVE;
2. DELIVERY LOCATION: PUBLIC ATTORNEY'S OFFICE, REGIONAL OFFICE NO. 1, CITY OF SAN FERNANDO, LA UNION
3. DELIVERY PERIOD: 15 CALENDAR DAYS UPON RECEIPT OF P.O.
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

**PUBLIC ATTORNEY'S OFFICE**  
**Regional Office No. 1**  
**City of San Fernando, La Union**

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	Document Scanner with External Hard Drive	16	720,000.00	45,000.00	
<b>TOTAL</b>			<b>720,000.00</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