



Republic of the Philippines  
**(PUBLIC ATTORNEY'S OFFICE)**  
**SAN FERNANDO CITY, LA UNION DISTRICT OFFICE**  
Justice Hall, Government Center  
Diversion Road, Sevilla  
2500 City of San Fernando, La Union  
Email Address: [pao.sfcdistrict@gmail.com](mailto:pao.sfcdistrict@gmail.com)  
Tel. No. (072) 888-59-27



## REQUEST FOR QUOTATION

The Public Attorney's Office will undertake a procurement transaction for the purchase of the following:

Item	Description	Quantity
1	Continuous Ink Printer	4
2	Water Dispenser	1

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-San Fernando City, La Union District Office**. The Approved Budget for the Contract (ABC) is **SEVENTY-TWO THOUSAND PESOS (Php72,000.00)** 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 **October 27, 2023** to the address below:

**PUBLIC ATTORNEY'S OFFICE**  
**San Fernando City, La Union District Office**  
Justice Hall, Government Center  
Diversion Road, Sevilla  
City of San Fernando, La Union  
Email Address: [pao.sfcdistrict@gmail.com](mailto:pao.sfcdistrict@gmail.com)  
Tel. No. (072) 888-59-27

For further inquiries, please look for:

**MS. MAUREEN ANTONETTE C. RAMIREZ**  
**PUBLIC ATTORNEY'S OFFICE**  
**San Fernando City, La Union District Office**  
Justice Hall, Government Center  
Diversion Road, Sevilla  
City of San Fernando, La Union  
Email Address: [pao.sfcdistrict@gmail.com](mailto:pao.sfcdistrict@gmail.com)  
Contact No. 0956-9663241

General Conditions:

1. ALL ENTRIES MUST BE SIGNED BY THE BIDDER OR AUTHORIZED REPRESENTATIVE;
2. DELIVERY LOCATION: PUBLIC ATTORNEY'S OFFICE, SAN FERNANDO CITY, 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**  
**San Fernando City, 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	Continuous Ink Printer	4	60,000.00	15,000.00	
2	Water Dispenser	1	12,000.00	12,000.00	
<b>TOTAL</b>			<b>72,000.00</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